

PeopleSoft®

PeopleSoft Enterprise Grants 8.9 PeopleBook

July 2005

PeopleSoft Enterprise Grants 8.9 PeopleBook
SKU FSCM89GMT-B 0705
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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, 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.

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.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. 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 the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed 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 website. 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.

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.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

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:

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See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system 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 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 the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
... (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)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>

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.

If the note is preceded by *Important!*, the note 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.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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.

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

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	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.
Description	Enter up to 30 characters of text.
Effective Date	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.
Once, Always, and Don't Run	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. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	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).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	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.
SetID	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.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

Enterprise PeopleTools 8.46 PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise Grants Preface

This preface lists common elements and discusses:

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

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

PeopleSoft Applications

This PeopleBook refers to the following PeopleSoft applications:

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

PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Grants 8.9 PeopleBook* provides implementation and processing information for the 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 Enterprise Application Fundamentals 8.9 PeopleBook*.

- *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook.*
- *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook.*
- *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook.*
- *PeopleSoft Enterprise Bank Setup and Processing 8.9 PeopleBook.*
- *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook.*

Pages with Deferred Processing

Several pages in 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

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

Common Elements Used in This PeopleBook

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

	facility is any containment outside of a core facility or centrally designated or managed area in which animals are housed for more than 24 hours.
Assurance	A formal written, binding commitment that is submitted to a federal agency in which an institution promises to comply with applicable regulations governing research with human subjects and that stipulates the procedures through which compliance will be achieved.
Award	Executed agreement between an institution and a sponsor. The system stores pertinent award information within records in Contracts, Project Costing, and Grants.
Budget Ref (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
CFDA Number (catalog of federal domestic assistance number)	The federal sponsor funding classification of the opportunity. It is typically identified in program announcements and award notices. It is applicable only to federal awards and federal flow-through, and is required by OMB Circular A-133 on the Schedule of Expenditures of Federal awards.
Chartfield 1 to Chartfield 3	ChartFields that you configure to meet the organization's requirements.
Children	Persons who have not attained the legal age for consent to treatment or procedures involved in the research, as determined under the applicable law of the jurisdiction in which the research will be conducted.
Class	ChartField that identifies a particular appropriation when you combine it with a fund, department ID, program code, and budget reference.
Classification B	Animals being bred, conditioned, or held for use in teaching, testing, experiments, research, or surgery, but not yet used for such purposes.
Classification C	Animals upon which teaching, research, experiments, or tests will be conducted involving no pain, distress, or use of pain-relieving drugs.
Classification D	Animals upon which experiments, teaching, research, surgery, or tests will be conducted involving accompanying pain or distress to the animals and for which appropriate anesthetic, analgesic, or tranquilizing drugs will be used.
Classification E	Animals upon which teaching, experiments, research, surgery, or tests will be conducted involving accompanying pain or distress to the animals and for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs will adversely affect the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests.
Compensation	Payment or medical care that is provided to subjects that are injured in research; does not refer to payment (remuneration) for participation in research.
Co-PI (co-principal investigator)	Individual who is responsible for conducting portions of the sponsored project. This responsibility may include the intellectual conduct of the project, fiscal responsibility, administrative oversight, and the project's adherence to relevant policies and regulations.
CS (cost sharing)	Cost Sharing.
Currency	Code that identifies the type of currency for an amount, such as USD (United States Dollar) or EUR (Euro).
Dept (department)	ChartField that indicates who is responsible for or affected by the transaction.

Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.
Expedited Review	Review of proposed research by the IRB chair or a designated voting member or group of voting members rather than by the entire IRB. Federal rules permit expedited review for certain kinds of research involving no more than minimal risk and for minor changes in approved research.
F and A, FA, and F&A (facilities and administration)	Facilities and Administration (Overhead) costs that are associated with the grant. The system captures the sponsor amounts (SFA) and waived amounts (WFA) as well as Cost Shared amount (CFA) of the grant or amounts that are shared between the sponsor and the institution receiving the grant.
FDA	Food and Drug Administration: An agency of the federal government that was established by Congress in 1912 and is presently part of the Department of Health and Human Services.
Full Board Review	Review of proposed research at a convened meeting at which a majority of the membership of the committee are present. For the research to be approved, it must receive the approval of a majority of those members present at the meeting.
Fund	ChartField that represents structural units for education and government accounting. It can also represent a divisional breakdown in the organization.
Fund Affiliate	ChartField that is used to correlate transactions between funds when you use a single intraunit account.
Human Subject	Individuals whose physiologic or behavioral characteristics and responses are the object of study in a research project. Under the federal regulations, human subjects are defined as living individuals about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual; or (2) identifiable private information.
IACAC	<p>Institutional Animal Care and Use Committee. Each institution that receives PHS support for activities involving vertebrate animals or is subject to the authority of the Animal Welfare Act (AWA) must operate an animal care and use program with clear lines of authority and responsibility. The program must include:</p> <ul style="list-style-type: none"> • A properly constituted and functioning Institutional Animal Care and Use Committee (IACUC). • Procedures for self monitoring. • An adequate veterinary care program. • An occupational health and safety program (not required under the AWA). • A personnel training program. • An environment, housing, and management program for animals. • Appropriately maintained facilities for housing and support.

PHS requires an institutional Animal Welfare Assurance that provides details on the institutional program in order to award funds; USDA requires registration of facilities.

Informed Consent	A person's voluntary agreement, based upon adequate knowledge and understanding of relevant information, to participate in research or to undergo a diagnostic, therapeutic, or preventive procedure. In giving informed consent, subjects may not waive or appear to waive any of their legal rights, or release or appear to release the investigator, the sponsor, the institution or agents thereof from liability for negligence.
Institution	The overall organization of a university. An institution may use multiple business units within PeopleSoft Financials.
Institutional Officer	An officer of an institution with the authority to speak for and legally commit the institution to adherence to the requirements of the federal regulations regarding the involvement of human subjects in biomedical and behavioral research.
Investigational Device Exemptions (IDE)	Exemptions from certain regulations found in the Medical Device Amendments that allow shipment of unapproved devices for use in clinical investigations.
Investigational New Drug or Device (IND)	A drug or device that is permitted by FDA to be tested in humans but not yet determined to be safe and effective for a particular use in the general population and not yet licensed for marketing.
IRB	Institutional Review Board. Under FDA regulations, an IRB is an appropriately constituted group that has been formally designated to review and monitor biomedical research involving human subjects. In accordance with FDA regulations, an IRB has the authority to approve, require modifications in (to secure approval), or disapprove research. This group review serves an important role in the protection of the rights and welfare of human research subjects. The purpose of IRB review is to ensure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in the research. To accomplish this purpose, IRBs use a group process to review research protocols and related materials (for example, informed consent documents and investigator brochures) to ensure protection of the rights and welfare of human subjects of research.
Letter of Credit	Cash management method by which most federal agencies do project and grant accounting and financial transfers.
Milestone Type	A label that is used to track events. You can define many types of milestones. For example, you might have billing milestones, reporting milestones, and construction milestones.
Oper Unit (operating unit)	ChartField that is used to identify a location, such as a distribution warehouse or sales center.
Operating Unit Affiliate	ChartField that is used to correlate transactions between operating units when you use a single intraunit account.
Perform Action	The type of action that will be performed by the role of the user. The value is applied to workflow type Worklist/Email only.
PI (principal investigator)	An individual who is ultimately responsible for the conduct of a sponsored project. This responsibility includes the intellectual conduct of the project,

fiscal accountability, administrative organization, and the project's adherence to relevant policies and regulations. The PI is usually the same person as the project manager.

Primary Sponsor	In PeopleSoft Grants, this refers to the federal government in relation to federal flow-through.
Process Frequency	Designates the appropriate frequency in the Process Frequency group box. Values are: <i>Once:</i> Processes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i> . <i>Always:</i> Processes the request every time the batch process runs. <i>Don't Run:</i> Ignores the request when the batch process runs.
Process Monitor	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. <i>See Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>
Product	ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.
Professional	An employee within Human Resources Management. In Grants, you can enter the names of professionals into the system even if they are not yet official employees.
Program	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
Project	The highest level of hierarchical organization within 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. A project in Grants is a subset of a proposal; proposals may contain or entail multiple projects.
Proposal	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.
Proposal ID	A unique number that is created by 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 Contracts numbering schema. Using <i>NEXT</i> as your numbering system provides consistent numbering for both your proposals and contracts.
Protocol	The formal design or plan of an experiment or research activity; specifically, the plan that is submitted to a committee for review and to an agency for research support. The protocol includes a description of the research design or methodology to be employed, the eligibility requirements for prospective

subjects and controls, the treatment regimens, and the proposed methods of analysis that will be performed on the collected data.

Quorum

A majority of the members of a committee/board (for example, IRB and IACUC). A quorum is needed to approve a Full Review protocol.

Radioactive Drug Research Committee (RDRC)

An institutional committee that is responsible for the use of radioactive drugs in human subjects for research purposes. Research involving human subjects that proposes to use radioactive drugs must meet various FDA requirements, including limitations on the pharmacological dose and the radiation dose. Furthermore, the exposure to radiation must be justified by the quality of the study and the importance of the information that it seeks to obtain. The committee is also responsible for continuing review of the drug use to ensure that the research continues to comply with FDA requirements, including reporting obligations. The committee must include experts in nuclear medicine and the use of radioactive drugs, as well as other medical and scientific members.

Report ID

The report identifier.

Report Manager

This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which display a description of the report and the distribution list).

See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

Resource Categories and Resource Subcategories

Enables you to identify resources at a very detailed level.

Resource Transaction

An individual cost line within Project Costing. It is through resource transactions that individual costs and types of costs are tracked. Each resource transaction contains a cost and a quantity and as many identifiers of that cost as necessary.

Resource transactions are created when you receive information from other systems, run allocations with project resources as the target, or perform internal transactions such as billing, project closure, or adjustments.

Resource Type

The resource transaction field in Project Costing that identifies the resource that is associated with a given cost. Resource types may be very general or very specific depending on the needs of an organization; they are used in conjunction with resource categories, resource subcategories, and resource groups.

Role

The list of available roles. These are user-defined. The list of roles in each transaction type may be different.

Routing Rules

Indicate who will be involved and what kind of action that person can perform.

Run

Click this button to go to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

Run Control ID

Code that identifies the run parameters for a report or process.

SetID

Code that represents a set of control table information or tablesets. A tableset is a group of tables (records) that are necessary to define a company's structure and processing options.

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

CHAPTER 1

Getting Started with PeopleSoft Enterprise Grants

This chapter discusses:

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

Grants Overview

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

With this application, you can:

- Manage the complete grant life cycle from proposal to award.
- Capture profile data about your institution, sponsors, professionals, and subrecipients for each proposal, project, budget, or award.
- Submit timely, accurate, and complete proposals to sponsors.
- Manage both centralized and decentralized budgets.

Grants Business Processes

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

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

- **Proposal Preparation:**

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

- **Proposal Submission:**

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

- **Letter of Credit Processing:**

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

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

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

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

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

Grants can help keep track of changes in your institution's negotiations with sponsoring agencies for awards.
- **Budget Administration:**

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

The award- generation process that is delivered with Grants prepares awards for post-award management. This includes creating the contract, billing plans, and revenue recognition plans that you will need to have in place for processing transactions for awards.
- **Facilities and Administration (F&A) Cost processing:**

Grants enables you to calculate and track sponsor F&A, cost shared F&A, and waived F&A.
- **Bill Creation:**

Through its integration with Contracts, 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:**

Grants supports a wide range of reporting capabilities using the proposal and award data that is stored in your Grants database.
- **Project Analysis:**

After you establish a project and enter data directly through interfaces with other PeopleSoft or third-party applications, you can use the pages in Project Costing to view a list of all project manager projects, display real-time project information that is pulled from the project summary tables, and display all resource transactions for a selected project.
- **Award Closeout:**

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

- **Grants Workflow:**

Grants manages the proposal approval process through its life cycle, determines when milestones are due, and sends notifications to the appropriate roles as needed.

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

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

Grants Process Flows

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

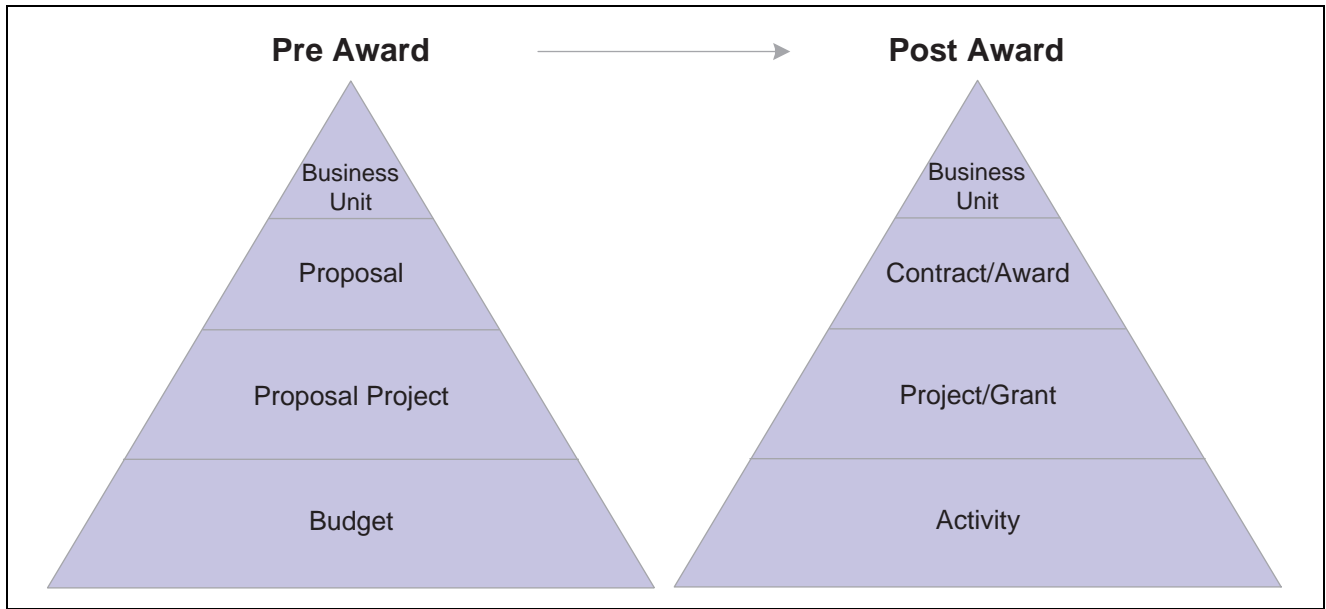
The following diagram illustrates the basic flow of a sponsored program from its departmental research home, to the administrative office that oversees sponsored programs and research funding, to the controller's office that manages financial accounting.



Administering Grants

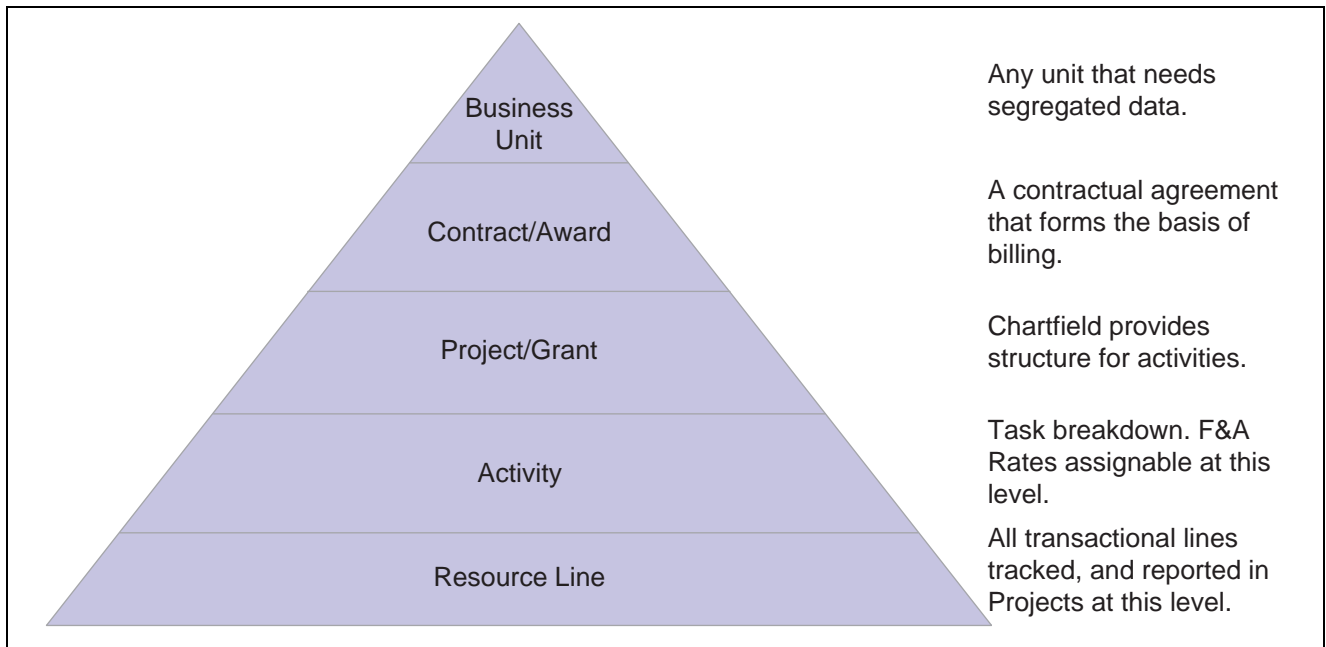
Grants administrative functions include proposal and budget preparation and submission, award processing, award management and reporting, and award closeout. Grants delivers tools that support all these administrative requirements.

The following diagram illustrates the basic flow and structure of a proposal as it moves from the pre-award status to the post-award stage



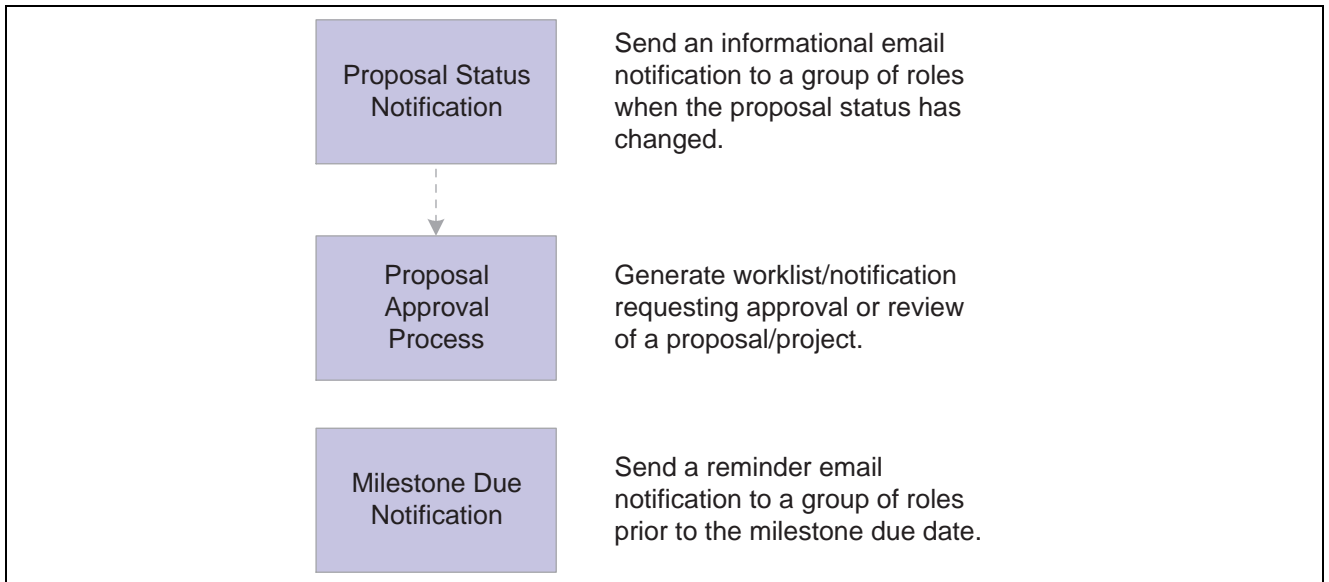
Pre award to post award flow

The following diagram illustrates the basic flow and structure of post award.



Post award structure

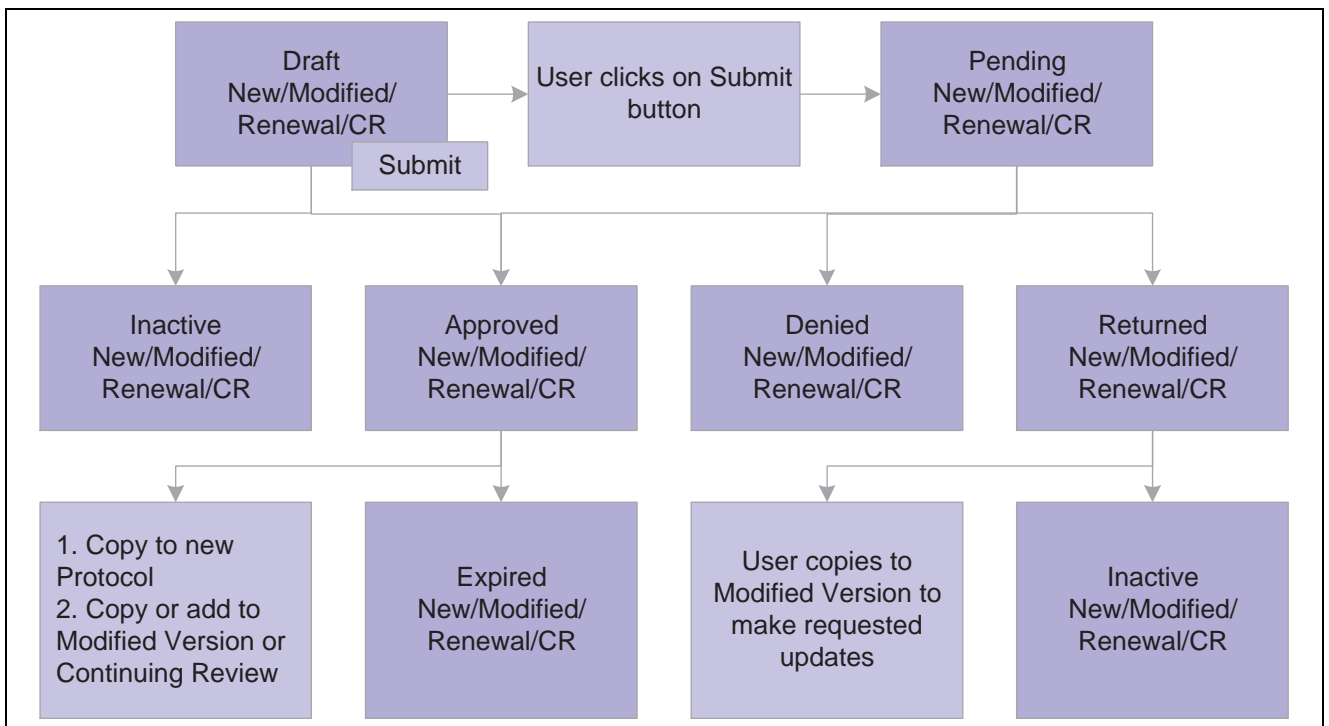
The following diagram illustrates the basic flow of Workflow.



Workflow process diagram

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

The following diagram illustrates the basic flow of the Protocol Management process:



Protocol management process

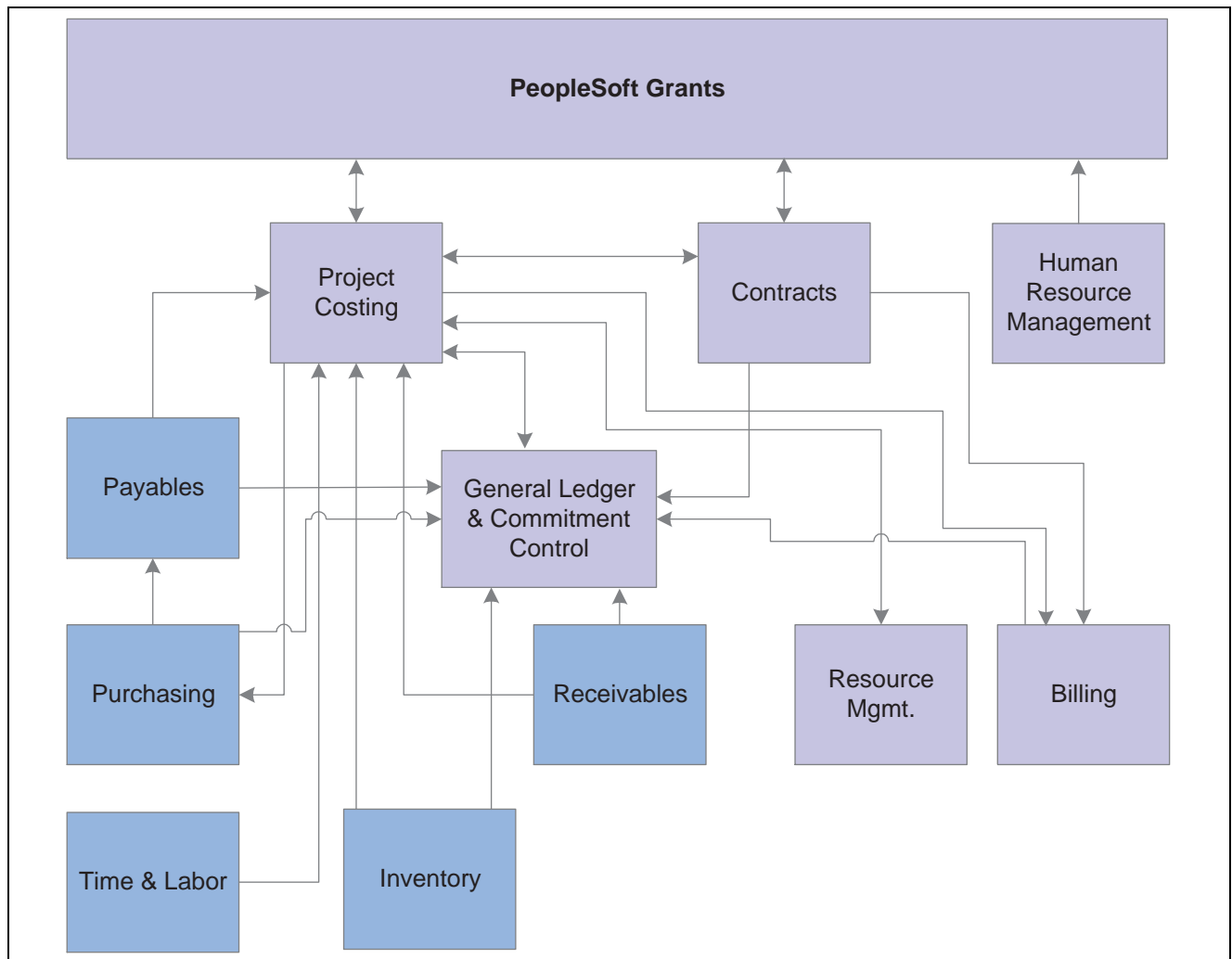
Protocol Management functionality enables you to:

- Capture all required data fields for submission to a review committee for approval.

- Copy protocol and version.
- Create and submit renewals.
- Workflow for status changes, dispositions, meeting agenda, and so on.
- Monitor review dates, expirations, renewals, and so on.
- Create committee-related components for committee member setup, agenda, documentation of meeting minutes, and so on.
- Create My Protocol component.

PeopleSoft Grants Integrations

Grants integrates with these PeopleSoft applications:



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 Enterprise Contracts and Project Costing

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

PeopleSoft Enterprise Human Resource Management

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

PeopleSoft Enterprise General Ledger and Commitment Control

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

PeopleSoft Enterprise Purchasing

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

PeopleSoft Enterprise Receivables

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

PeopleSoft Enterprise Billing

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

PeopleSoft Enterprise Time and Labor

The system brings labor costs into 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 Project Costing and Time and Labor. To enable data transfer from Time and Labor to Project Costing during a payroll period, Time and Labor uses an estimation process that is linked with Payroll to summarize hours and labor expenses.

PeopleSoft Enterprise Inventory

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

Grants Implementation

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

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

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

Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Using Alternate Account”.
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Operating Unit Values.
Department (DEPARTMENT)	DEPT_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Department Values.
Project ID (PROJECT)	PROJECT_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Project Values and Grant Values.
Product (PRODUCT)	PRODUCT_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Product Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Fund Code Values.

Component	Component Interface	Reference
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Statistics Code Values.
Class Field (CLASS_PNL)	CLASS_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Class Field Values.
Budget Reference (BUDREF_PNL)	BUDGET_REF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Budget Reference Values.
Program Code (PROGRAM_DEFINITION)	PROGRAM_CF	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Program Code Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Scenario Values.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 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 Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Interunit Templates.

Component	Component Interface	Reference
IntraUnit Template (IU_INTRA_TMPLT)	IU_INTRA_TMPLT	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 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 Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Interunit Pairs.
Ledgers for a Unit (BUSINESS_UNIT_LED)	EM_BUS_UNIT_LED	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Setting Up Ledgers,” Defining Ledgers for a Business Unit.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See <i>PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook</i> , “Working with VAT,” Defining VAT Codes Using the Value Added Tax Code Page.
VAT Accounts by Business Unit (TAX_BU_CODE_VAT)	TAX_BU_CODE_VAT	See <i>PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook</i> , “Working with VAT,” Defining VAT Accounts by General Ledger Business Unit (Optional).
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See <i>PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook</i> , “Working with VAT,” Setting Up VAT Entities.
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See <i>PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook</i> , “Working with VAT,” Establishing VAT Defaults.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See <i>PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook</i> , “Setting Up Banks”.
Team Member Types (MEMBER_TYPE_TABLE)	MEMBER_TYPE_TABLE_CI	See <i>PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.
Team Member Personal Data (MEMBER_PERSON1)	MEMBER_PERSON1_CI	See <i>PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.

Component	Component Interface	Reference
Support Team Members (TEAM_MEMBER_TABLE)	TEAM_MEMBER_TABLE_CI	See <i>PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.
Customer Group Table (CUST_GROUP_TBL)	CUSTOMER_GROUP	See <i>PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook</i> , “Maintaining Additional Customer Information,” Establishing Customer Group Tables.
Contact Info (CONTACT_INFO)	CONTACT	See <i>PeopleSoft Enterprise Order to Cash Common Information 8.9 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 Enterprise Order to Cash Common Information 8.9 PeopleBook</i> , “Maintaining General Customer Information,” Adding General Customer Information.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 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 documentation, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of *About These PeopleBooks*, with information about where to find the most up-to-date version of each.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

About These PeopleBooks

CHAPTER 2

Navigating in Grants

This chapter discusses how to navigate in Grants.

Navigating in Grants

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

See Also

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in Grants

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

Page Name	Navigation	Usage
Grants Center	Grants, Grants Center	Access key areas to manage your Grants information.
Definitions	Click the Definitions link on the Grants Center page.	Define Grants.
Contracts	Click the Contracts link on the Grants Center page.	Enter and manage your revenue contracts, including several billing and revenue recognition options.
Facilities and Administration	Click the Facilities and Administration link on the Grants Center page.	Generate overhead expense data.
Manage Award	Click the Manage Award link on the Grants Center page.	View or update an award profile, project, activity, or award budget.
Protocol Management	Click the Protocol Management link on the Grants Center page.	Establish protocols and versions, and submit them for approval.
Proposal Management	Click the Proposal Management link on the Grants Center page.	Establish proposals and versions, prepare budgets, and submit for printing.
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 8.9 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 8.9 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 Grants rules and business units.
- Establish Facilities and Administration (F&A) and direct-cost cost-sharing options.

Understanding the Implementation Process

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

1. Set up General Ledger defaults.

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

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

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

4. Set up Grants.

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

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

5. Define Grants security.

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

6. Upload existing proposal and award information into Grants.

Understanding the Inter/IntraUnit Processor

The PeopleSoft Centralized Inter/IntraUnit processor provides consistent setup and centralized processing to manage Inter/IntraUnit transactions across PeopleSoft applications. When an Inter/IntraUnit transaction occurs, the processor supplies the balancing lines. For 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 General Ledger business unit that involves more than one value in a lower level balancing ChartField, such as Fund or Department.

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

Departmental and Credit Percent

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

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

Defining Grants Rules and Business Units

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

This section discusses how to:

- Define contracts business units.
- Define default options.
- Define processing options.
- Define a fee.

- Define project costing business units.
- Define award setup options and defaults.
- Define confidence levels.
- Identify setup levels.
- Set up the approval and notification process.
- Enter milestone notification and proposal notification details.
- Enter approval definition details.
- Enter protocol approval details.
- Enter protocol batch notification details.
- Enter protocol notification details.
- Enter a criteria definition.
- Define Grants options.

Pages Used to Define Grants Rules and Business Units

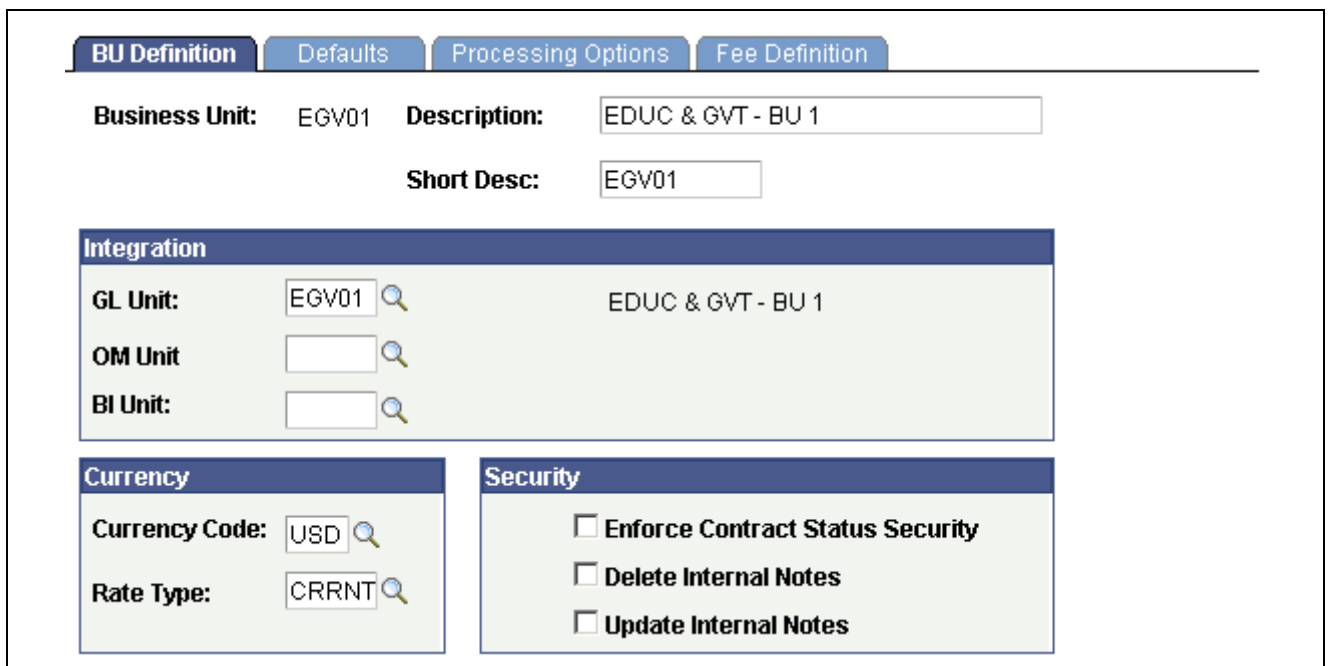
Page Name	Object Name	Navigation	Usage
Contracts - BU Definition	BUS_UNIT_TBL_CA	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition	Set up default values for the contracts business unit.
Contracts - Defaults	BUS_UNIT_TBL_CA1	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Defaults	Enter default values for the contract to be used when establishing contracts under the business unit.
Contracts - Processing Options	BUS_UNIT_TBL_CA2	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options	Enter processing option values to be used when establishing contracts under the business unit.
Contracts - Fee Definition	CA_BU_FEE_DEF	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Fee Definitions	Enter fee definition values to be used when establishing contracts under the business unit.
Project Costing Definition	BUS_UNIT_TBL_PC	Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition	Set up default values for the project costing business unit. The system captures grants transactional data in the project costing business unit.
Award Setup Definition	GM_BU_AWD_SETUP	Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Award Setup Definition	Set up award defaults for the grants business unit. The underlying business unit on this page is contracts.

Page Name	Object Name	Navigation	Usage
Confidence Level Setup	GM_BU_CONF_GRANT	Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Confidence Level Setup	Define confidence levels.
Setup Level	GM_BU_DEFN	Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Setup Level	Identify the level at which information exists. Values that you enter here affect the award generation and workflow approval processes. For example, if you set the component at the primary project level, then workflow is triggered for the components that exist in the primary project only. Otherwise, workflow will be triggered for all components within the proposal.
Approval/Notification Process	GM_WF_RULE	Set Up Financials/Supply Chain, Business Unit Related, Grants, Approval/Notification Process.	Set up workflow for proposal approval, proposal status notification, award milestone notification, and all protocol related workflow processes.
Details	GM_WF_RULE_CM	Click Details on the Approval/Notification Process page	Define the detail information that is related to the current element. This page is available after selecting the Milestone Notification or Proposal Notification transaction type.
Approval Definition	GM_WF_APPR_DTL	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Proposal Component Approval transaction type.
Details	GM_WF_RULE_PCL_PT	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Protocol Approval transaction type.
Details	GM_WF_RULE_PCL_BT	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Protocol Batch Notification transaction type.

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

Defining Contracts Business Units

Access the Contracts - BU Definition page.



The screenshot displays the 'Contracts - BU Definition' page with the following details:

- Tabs:** BU Definition (selected), Defaults, Processing Options, Fee Definition.
- Business Unit:** EGV01
- Description:** EDUC & GVT - BU 1
- Short Desc:** EGV01
- Integration Section:**
 - GL Unit:** EGV01
 - OM Unit:** (empty)
 - BI Unit:** (empty)
- Currency Section:**
 - Currency Code:** USD
 - Rate Type:** CRRNT
- Security Section:**
 - Enforce Contract Status Security
 - Delete Internal Notes
 - Update Internal Notes

Contracts - BU Definition page

Instructions on setting up contracts business units appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Defining Contracts Business Units”

Defining Default Options

Access the Contracts - Defaults page.

BU Definition		Defaults		Processing Options		Fee Definition	
Business Unit:		EGV01		EDUC & GVT - BU 1			
Contract							
Contract Admin:	<input type="text" value="Angelini,Gina"/>						
Contract Type:	<input type="text" value="GENERAL"/>				GENERAL CONTRACT		
Dist Rule Code:	<input type="text" value="CONTRACTS"/>				Contracts Distribution Rule		
Unbilled AR:	<input type="text" value="AR-UNBILL"/>				Unbilled Accounts Receivable		
Legal Entity:	<input type="text" value="GM_AWARDS"/>				Grants Award Office		
Billing Plan							
Bill Type:	<input type="text" value="OM"/>				Order Management		
Bill Source:	<input type="text" value="SERVICE"/>				Service		
Taxes							
Ship From:	<input type="text" value="EGV01"/>				EGV01		
Prepaid Tax Timing:	<input type="text" value="Tax on Initial Bill"/>						
Progress Payment Rates							
Progress Payment Rate:	<input type="text"/>		%		Liquidation rate:	<input type="text"/>	

Contracts - Defaults page

Instructions on setting up default options appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Defining Contracts Business Units”

Defining Processing Options

Access the Contracts - Processing Options page.

BU Definition	Defaults	Processing Options	Fee Definition
---------------	----------	---------------------------	----------------

Business Unit: EGV01 EDUC & GVT - BU 1

Revenue Management Options

Deferred Revenue Override

Revenue Recognition Method Override

Chartfield Editing - TBP

Edit Combinations

Proration Options

Proration Method: By Days Within Range

Future Period Accounting Dates: Last Day in Accounting Period

On Demand Options

Bill Plan Detail Template ID:

Renewal Options

Review Timing: Days **Control** **Default**

Line Amendment Default Options

Change Billing Retroactively

Change Revenue Retroactively

Contracts - Processing Options page

Instructions on setting up processing options appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Defining Contracts Business Units”

Defining a Fee

Access the Contracts - Fee Definition page.

BU Definition Defaults Processing Options **Fee Definition**

Business Unit: EGV05 EDUC & GVT - BU 5

Fee Calculation Find | View All First 1 of 1 Last

*Fee Type: Incentive Fe

Calculation Basis

*BIL Analysis Group: BUD

*REV Analysis Group: BUD

Billing Target Fee Attributes

*Analysis Type: GNT *Source Type: MATER Category: ENG Subcategory:

Revenue Target Fee Attributes

*Analysis Type: GNT *Source Type: FEE Category: Subcategory:

Transaction Exclusions Customize | Find | View All | First 1 of 1 Last

*Source Type		
OTHER	+	-

Contracts - Fee Definition page

Instructions on defining fees appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*. This page enables you to define criteria used in fee calculations for cost-plus contract lines. The Fee Definitions page is only applicable to contracts assigned a contract classification Government and does not apply to Grants awards.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Defining Contracts Business Units”

Defining Project Costing Business Units

Access the Project Costing Definition page.

Project Costing Definition

Business Unit: EGV01

Description:

Short Description:

Business Unit / Project Currency Default Values

Currency Code:

Rate Type:

Incoming Transaction Rate Type:

Unit Of Measure

***Hours Unit of Measure:**

***Days Unit of Measure:**

Dynamic Edit Tables

***Category Edit Option:**

***SubCategory Edit Option:**

***Category Edit Table:**

***SubCategory Edit Table:**

Accounting Periods

Calendar ID: Monthly [Update Open Periods](#)

General Ledger Business Unit:

Project Costing Definition page

Instructions on setting up projects business units appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Business Units”

Defining Award Setup Options and Defaults

Access the Award Setup Definition page.

Award Setup Definition		Confidence Level Setup		Setup Level	
Business Unit:	EGV05	*Project/Grant Status:	InProgress		
Budget Item - Fringe:	FRINGE				
Budget Item - FA:	FACADM				
Budget Item - Rev Est:		Days To Close:			
Contract Options			Project Options		
*Contract Type:	GRANTS	PC Business Unit:	EGV05		
*Contract Legal Entity:	GMSPONSOR	*Integration Template:	EGV05		
*Contract Status:	PENDING				
*Rate Based Product:	GRANTS_REIMBURSAB				
*Fixed Amount Product:	ANNUAL MAINT				
Protocol Options			General Ledger Options		
Continuing Review Interval - Animal:	12	Months	GL Business Unit:	EGV05	
Continuing Review Interval - Human:	12	Months	Currency:	USD	
			*Ledger Group:	EG_UNIV	
			Ledger:	EG_UNIV_BD	
Enable Proposal Approval Workflow			Billing Options		
Trigger Status:					
Approval Status:		*Billing Business Unit:	EGV05		
			*Bill Type Identifier:	GM	
			Minimum Bill Amount:	100.00	

* 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.

- Project/Grant Status** Select a status that you want the project or grant to select by default. Values are: *Approved, Completed, In Progress, and Proposed.*
- Budget Item- Fringe** Select the budget category that you want the business unit to use for fringe benefits.
- Budget Item- FA** (budget category - facilities and administration) Select the budget category that you want the business unit to use for F&A expenses.
- Budget Item- Rev Est** (budget category - revenue estimate) Select the budget category that you want the business unit to use for revenue estimates.
- Days To Close** The number of days that you enter will be appended to the proposal’s end date when the system writes the end date into Commitment Control, thus allowing for trailing costings. This field is optional.

Contract Options

Contract Type	Select a contract type from the list of values. Contract types are used for reporting and for determining 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, <i>Pending</i>) that you want the contract to select by default when you are setting up the award. The system uses this field to control all processing that occurs against a contract.
Rate Based Product	Select the product that you use most often on contract lines. The list of values for this field displays only products with a price type of <i>Rate</i> and a revenue recognition method of <i>As Incurred</i> . Products are defined on the Product Definition pages and in Contracts.
Fixed Amount Product	The value that you enter here will be used to establish fixed fee contracts.

Project Options

PC Business Unit (project costing business unit)	Select the business unit that you want to use to analyze projects. This also determines the business unit that the system uses for Grants transactional data.
Integration Template	Select the template that defines the integration between Grants and the other Financials applications. Each integration template that you create defines a specific set of business units from the other financial applications.

Protocol Options

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

General Ledger Options

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

Enable Proposal Approval Workflow

- Trigger Status** Identify when the workflow approval process for the proposal will be triggered. If this field has a value, then the workflow is active; otherwise, workflow is not active.
- Approval Status** Identify the status of a proposal if the proposal is approved in workflow process.

Billing Options

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

Defining Confidence Levels

Access the Confidence Level Setup page.

The screenshot shows the 'Confidence Level Setup' page for Business Unit EGV05. It features three sections for different confidence levels, each with a 'Percent From' and 'Percent To' field and a color-coded indicator:

Confidence Level	Percent From	Percent To	Indicator
Low Confidence	0	50	Red square
Medium Confidence	51	75	Yellow triangle
High Confidence	76	100	Green circle

Confidence Level Setup page

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

Identifying Setup Levels

Access the Setup Level page.

The screenshot shows the 'Setup Level' page for Business Unit EGV05. The 'Identify level' section contains the following fields:

Identify level	
*Certifications	All Projects
*Dept Credits	All Projects
*Prof Credits	All Projects
*Resources	All Projects
*Subrecipients	All Projects
*Components	All Projects

Setup Level page

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

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

Setting Up the Approval and Notification Process

Access the Approval/Notification Process page.

Approval/Notification Process

Business Unit: EGV05 **Transaction Type:** Proposal Component Approval **Workflow Type:** Worklist/Email

Description:

Elements Find | View All First 1 of 2 Last

Element: Proposal Components [Details](#) [Criteria](#) + -

Value:

Routing Roles Customize Find First 1-2 of 2 Last							
*Role	Required	Perform Action	Workflow Action	Sequence	Pool List	Reassign	
<input type="text" value="Co-PI"/> <input type="button" value="Q"/>	<input type="checkbox"/>	Notify	Email Notification Only	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -
<input type="text" value="Principal Investigator"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	Approve	Worklist Only	1	<input type="checkbox"/>	<input type="checkbox"/>	+ -

Approval/Notification Process page

The Approval/Notification process manages the approval process. The elements displayed on this page vary depending on the transaction type you select to access the page.

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

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

See *Enterprise PeopleTools PeopleBook: System and Server Administration*, “Using PeopleTools Utilities, URL Maintenance

Transaction Type	Displays the transaction type defined for each workflow solution. Values include: <ul style="list-style-type: none"> • Milestone Notification • Proposal Component Approval • Proposal Notification • Protocol Approval • Protocol Batch Notification • Protocol Notification
Workflow Type	Displays the workflow function for the workflow transaction. The value on this field is determined by the Transaction Type. Values includes <i>Worklist/Email notification</i> , <i>Email notification</i> , and <i>Worklist only</i> .
Description	Enter a description of up to 30 characters of the approval or notification process that you are configuring.
Elements	
Elements	Indicates the key element for the workflow.
Value	Select from the list of available values. The choices are different for each type of workflow transaction, based on the workflow type. For example, for the component approval setup, a list of Proposal components is available; or for Proposal Status notification, you prompt for a list of Proposal statuses. For protocol, displays a system-generated ID number for this particular rule.
Details	Click to define the detail information that is related to the current element. Each transaction type has a corresponding detail page.
Criteria	Click to specify the conditions for requiring the current element as part of the approval process. This field is only available for proposal component approval workflow.
Days Prior to Due Date	Enter the number of days prior to a milestone due date that you want the reminder email sent. This field is only available for milestone workflow.
Protocol Sub Type	Select <i>Animal</i> , <i>Human</i> , or <i>Both</i> . This field is available only for protocol workflow.
Routing Roles	
Indicate who will be involved and what kind of action they can perform.	
Role	Select one or more values from the list of user-defined roles. The list of available roles varies depending on the transaction type that you selected.
Required	Select this option to require the role to perform actions on the task. Feedback from the actions affects the approval status. If a role is set as required, then a worklist must be generated from this role. This field only applies to workflow types <i>Worklist/Email</i> and <i>Worklist Only</i> .

Perform Action	Select the kind of action that is performed by the role of the user. Values include <i>Approve</i> , <i>Notify</i> , and <i>Review</i> . This field is applied to workflow type Worklist/Email only.
Workflow Action	Select the kind of workflow that is generated and the type of workflow that you will be receiving. Values include <i>Email Notification Only</i> , <i>Worklist Only</i> , and <i>Worklist/Email</i> . This field is applied to workflow type Worklist/Email only.
Sequence	Enter the order in which the role receives the workflow. You can enter same priority numbers so that all roles will receive the workflow simultaneously, or use any combination of numbers. This field is applied to workflow type Worklist/Email only.
Pool List	Select this option to permit only one person from this role to perform an action. The workitem exempts other persons in the same role from having to perform the action also. This field is applied to workflow type Worklist/Email only.
Reassign	Select this option if workers can reassign the workitem. This field is applied to workflow type Worklist/Email only.

Entering Milestone Notification and Proposal Notification Details

Access the Details page

Details

Element: Award Milestone

Value: BILL

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

Details page

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

Entering Approval Definition Details

Access the Approval Definition page.

Approval Definition page

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

- Required Approval Process** Select this option if all proposals within the current business unit are required for this component approval process.

- Notify When Status Changed** Select this option if the role user wants to receive an email notification when the component status changes.

- Self Approval** Select this option to have the workitem immediately approved if the workitem generator and the receiver are the same person. If this option is not selected, the generator receives a worklist.

- Approval Initiator Role** The group of people that manage and monitor the approval process. They are responsible for resubmitting the component in case the component is sent back for modification by the approver.

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

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

Entering Protocol Approval Details

Access the Details page

Details

Element: Protocol Approval **Value:** 0001

Review Type:

Protocol Status:

Notification Text:

Details page

Review Type

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

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

Protocol Status

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

Notification Text

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

Entering Protocol Batch Notification Details

Access the Details page

Details

Element: Protocol Batch Notification **Value:** 0001

Protocol Status: Pending

System Notify

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

Description:

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

Details page

Protocol Status

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

Date Type

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

- *Expiration* – workflow uses the protocol end date as a reference.
- *Renewal* – workflow uses the protocol end date as a reference.
- *Continuing Review* – workflow uses the next CR date as a reference.
- *Committee Meeting* – workflow uses the meeting ID/Date and Protocol Administration page as the reference.

Days Prior to Due Day

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

Notification Text

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

Entering Protocol Notification Details

Access the Details page

Details

Element: Protocol Notification **Value:** 0001

Protocol Status: Pending

Disposition: [Empty dropdown]

Notification Text: [Empty text area]

Event

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

Details page

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

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

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

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

Event

None Defaults *None*.

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

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

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

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

Entering a Criteria Definition

Access the Criteria Definition page.

Criteria Definition

Element Proposal Components

Value: ADMINISTRATIVE

Workflow Condition Find | View All First 1 of 1 Last

Condition ID: *Component Name GM_PROPOSAL

Description

Monetary Criteria

Amount Record: GM_PROPOSAL **Amount Field Name:** BILL_AMT

Currency Field: CURRENCY_CD

Criteria Operator: Greater Than

Amount: 50,000.00 **Amount:**

Currency Code: USD **Exchange Rate Type:** AVG

Other Criteria Customize | Find First 1 of 1 Last

*Record (Table) Name	*Field Name	Operator	Value	Value
GM_PROP_PROJ	DEPTID	Equals	41000	

Criteria Definition page

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

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

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

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

- Condition ID** Displays a system-generated value.
- Component Name** Select a component name. The criteria editing process is triggered in two PeopleTool components:
- GM_PROPOSAL
 - GM_BUD_LINE_SUM

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

Monetary Criteria

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

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

Other Criteria

Define other non-amount criteria.

Record (Table) Name	Select a record from available values. Grants delivers the prompt table values as system data.
----------------------------	--

Note. To enter data in the prompt table un-hide the Content (Workflow Components) page by deselecting *Hide from portal navigation* on the Content Ref Administration page (PROTAL_CREF_ADM).

Field Name	Select the field name from available values.
Operator	Select an operator function, for example, Equals, Less Than, or Not Equal.
Value and Value	Enter a value associated with the record name that you selected. For example, if you select DEPTID, then the value could be equal to '410000'.

Note. If the record.field has a character string format, then place single quotes around the string.

Defining Grants Options

Access the Project Costing Options page.

Project Costing Options		Microsoft Project	Budget Alerts	Budget Row Versioning	Asset Integration Rules	
Project Business Unit: EGV05		Description: EDUC & GVT - BU 5				
Time and Labor Interface <input checked="" type="checkbox"/> Time and Labor Actuals <input checked="" type="checkbox"/> Time and Labor Estimates <input checked="" type="checkbox"/> Time and Labor Contractor <input checked="" type="checkbox"/> Time and Labor for Billing *Reconciliation Method: Do not Reconcile Summary Level: BU, Project, Activity			Enforce Team <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			
Percent Complete *Calculation Method: Manual *Summary Method: None			Commitment Control Reversals Ledger Group: <input type="text"/> Requisition Source Type: <input type="text"/> Purchase Order Source Type: <input type="text"/>			
Integration Default Role Values Default Project Role: <input type="text"/> Project Manager Role: PROJ MANAGER			ChartField Editing <input checked="" type="checkbox"/> Edit Combinations			
Pricing Options <input checked="" type="checkbox"/> Cost <input checked="" type="checkbox"/> Billing <input type="checkbox"/> Revenue			Waived Facilities and Administrative Calculation <input checked="" type="radio"/> Institution Minus Funded <input type="radio"/> Sponsor Minus Funded			
Budget Item Defaults Revenue Budget Item: REVEST			Input Control Business Unit, Project, Activity: Optional Source Type: Optional Category: Optional SubCategory: Optional			

Project Costing Options page

Waived Facilities and Administrative Calculation

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

Instructions on defining projects options appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Business Units”

Chapter 3, “Defining Your Operational Structure,” Establishing F&A and Direct-Cost Cost-Sharing Options, page 38

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

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

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

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

Understanding F&A Processing

This section discusses:

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

F&A Processing Basics

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 that is associated with certain buildings, equipment and capital improvements, operation and maintenance expenses, and library expenses.

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

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

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

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

Processing Options

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 General Ledger and billed. The other two optional computations include Waived Facilities and Administration (WFA) and Cost Share Facilities and Administration (CFA). You can establish the F&A definitions at the institution, the sponsor, or the award level.

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

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

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

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

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

F&A Base Account Tree

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

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

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

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

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

Tree Manager

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

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

[ALL_EXPENSES](#) > [TDC](#) > [MTDC](#)

Collapse All | Expand All Find
First Page ◀ 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

Example of the GM_FA_BASE tree

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

Tree Definition and Properties

The following example illustrates the Tree Definition and Properties page.

Tree Definition and Properties

*Tree Name:

*Structure ID:

*Effective Date: *Status:

*Description:

*Category: [Define Tree Levels](#)

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

*SetID:

Audits	Item Counts
<input type="checkbox"/> All Detail Values in this Tree <input type="checkbox"/> Allow Duplicate Detail Values <input type="button" value="Perform Audits"/>	Node Count: 18 Leaf Count: 8 Level Count: 6 Branch Count: 0

Example of the Tree Definition and Properties page

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

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Understanding Direct-Cost Cost Sharing

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

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

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

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

- Class
- Department
- Fund
- Program

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

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

If you enter more than one cost-sharing ChartField, (for example, fund *F250* and department *90280*), the system recognizes the transaction as being cost shared only if the transaction references both (or all) ChartFields. 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 that 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:

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

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

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

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

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 Grants cost-sharing features.

Establishing F&A Options

Access the Facilities Admin Options page.

Facilities Admin Options page

Account

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.

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

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

See Also

Chapter 3, “Defining Your Operational Structure,” Establishing Direct-Cost Cost Sharing, page 45

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

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

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

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

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

Establishing Direct-Cost Cost Sharing

Access the Installation Options - Grants page.

Installation Options
Grants

System Defaults

SetID: SHARE **Last Transaction ID:** 10000976
Last Project ID: 251 **Last Protocol ID:** 1001
Default Budget: IMPLEMENTATION

Cost Sharing Analysis Types

Cst Shr AP: <input type="text" value="CAC"/>	CS/PO-Close Adj: <input type="text" value="CAJ"/>	CS/TL - Est: <input type="text"/>
Cst Shr EX: <input type="text" value="CAC"/>	CS/PO-COM Rev: <input type="text" value="CCR"/>	Cst Shr TL Con: <input type="text"/>
Cst Shr GM-Bud: <input type="text" value="CBU"/>	Cst Shr PO - PO: <input type="text" value="CCO"/>	Cst Shr TE Time: <input type="text"/>
Cst Shr IN: <input type="text" value="CAC"/>	Cst Shr PO-REQ: <input type="text" value="CRQ"/>	
Cst Shr OM: <input type="text"/>	CS/PO - REQ Rev: <input type="text" value="CQR"/>	
	CS/TL-Actual: <input type="text" value="CPY"/>	
	CS/TL-Bill Est: <input type="text"/>	

Installation Options - Grants page

Establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing feature.

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

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

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

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

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

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

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

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

See Also

Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 38

CHAPTER 4

Understanding Grants Security

This chapter discusses Grants security.

Grants Security

This section discusses:

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

Multilevel Security

Grants uses multilevel security.

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

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

Grants supports user security, which enables you to limit access to specific Grants proposals based on the user and department. Therefore, a user can possibly 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 that are available to a given user ID.

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

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

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

Security by Department and User ID

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

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

To set up security by Department ID:

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

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

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

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

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

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

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

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

4. Assign an object group to a permission list by selecting PeopleTools, Security, Permissions & Roles, Permission Lists.

5. Define operator security by selecting Set Up Financials/Supply Chain, Security, Grants Security, Grants Operator Security.

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

6. Change the search records for 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 subsequently are delivered with the system. You can replace these security search records if you require a different security scheme.

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

Menu Navigation	Component	Search Record
Grants, Proposals, Maintain Proposal	GM_PROPOSAL	GM_PROP_SRCH
Grants, Proposals, Enter Budget Detail	GM_BUD_LINE_SUM	GM_BUD_PD_SRCH
Grants, Proposals, Submit Proposal	GM_PROP_SUBMISSION	GM_PROP_SRCH
Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ	GM_PROP_PRN_REQ
Grants, Proposals, Generate Award	GM_PROP_PRINT_REQ	GM_PROP_PRN_REQ
Grants, Proposals, Copy Proposal	GM_BUD_PPSL_CPY	GM_PROP_SRCH
Grants, Proposals, Copy Budget Period	GM_BUD_PD_CPY	GM_BUD_PD_SRCH
Grants, Proposals, Review Pre-Award Budget	GM_BUD_INQ	GM_PROP_SRCH
Grants, Awards, Review Proposal Audit Logs	GM_AU_PROPOSAL	GM_PROPOSAL
Grants, Awards, Proposal Component Approval	GM_COMP_APPROVAL	GM_PROP_APP_SRH

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

CHAPTER 5

Structuring Grants

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

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

Understanding Grants Implementation

Before you can use 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 about the institution, professional researchers, and sponsors.

This section discusses:

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

Grants ChartFields

Grants delivers these charts of accounts:

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

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

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
Program PROGRAM_CODE	5	PRGRAM_TBL	No	Captures additional information that is used for program accounting.	Yes

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

You have flexibility in establishing the business unit structure within 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 Enterprise Grants,” Grants Implementation, page 7](#)

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

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining and Using ChartFields”

Commitment Control Setup Steps for Grants

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

You can find a more detailed and thorough explanation of the steps in the PeopleBooks that are referenced in the Additional Documentation column 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 Enterprise Application Fundamentals 8.9 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 Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Setting Up Ledgers,” Defining a Detail Ledger.
Define ledger groups.	General Ledger, Ledgers, Ledger Groups, Definition	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Setting Up Ledgers,” Linking Ledgers to a Ledger Group.
Create parent expense budgets and parent revenue budgets for revenue offset.	Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options	See <i>PeopleSoft Enterprise Commitment Control 8.9 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 Enterprise Commitment Control 8.9 PeopleBook</i> , “Setting Up Basic Commitment Control Options,” Setting Up Control Budget Definitions.

Step	Navigation Path	Additional Documentation
Set up excluded account types for the parent budgets.	Commitment Control, Define Control Budgets, Budget Definitions, Excluded Account Types	See <i>PeopleSoft Enterprise Commitment Control 8.9 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 Enterprise Commitment Control 8.9 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 Enterprise Commitment Control 8.9 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 Enterprise Commitment Control 8.9 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 Enterprise Commitment Control 8.9 PeopleBook</i> , “Setting Up Basic Commitment Control Options,” Setting Up Associated Revenue and Expenditure Budgets.
Enter budget journal header information for the parent revenue budget.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Header	See <i>PeopleSoft Enterprise Commitment Control 8.9 PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget Journals and Budget Transfer Journals.
Enter the transaction lines that make up the journal.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines	See <i>PeopleSoft Enterprise Commitment Control 8.9 PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget Journals and Budget Transfer Journals.

Step	Navigation Path	Additional Documentation
Enter budget journal header information for the child revenue budget.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Header	See <i>PeopleSoft Enterprise Commitment Control 8.9 PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget Journals and Budget Transfer Journals.
Enter the transaction lines that make up the journal.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines	See <i>PeopleSoft Enterprise Commitment Control 8.9 PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget Journals and Budget Transfer Journals.
Attach the ledger group to a business unit.	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers for a Unit, Definition	See <i>PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook</i> , “Setting Up Ledgers,” Defining Ledgers for a Business Unit.
Post budget journals to the budget. Click the Finalize button to send the budget to the Project Resource table (PROJ_RESOURCE).	Grants, Awards, Project Budgets, Budget Detail	See Chapter 9, “Establishing Awards and Projects,” Establishing Project Budgets, page 261.
Check the budget.	Commitment Control, Review Budget Activities, Budget Details, Commitment Control Budget Details	See <i>PeopleSoft Enterprise Commitment Control 8.9 PeopleBook</i> , “Inquiring on Budgets and Transaction Activities,” Viewing Budget Details and Transaction Activity.
Run the F&A process.	Grants, Awards, Process Facilities Admin	See Chapter 9, “Establishing Awards and Projects,” Processing F&A Costs, page 265.

Journal Generator Setup for Grants Processing

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

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

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

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

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Using Journal Generator,” Setting Up for Journal Generator

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Using Journal Generator,” Generating Journal Entries

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Processing Contracts Billing”

System-Delivered Budget Items

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

Note. The system displays all budget items if 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 use 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"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
EQUIP	Equipment	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUPL	Supplies	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
TRAVEL	Travel	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
DOTRAV	Domestic Travel (Map to Travel)	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD,EE • B 	NIH
FOTRAV	Foreign Travel (Map to Travel)	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
INPATI	In-Patient	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
OTPATI	Out-Patient	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD,EE • B 	NIH
RENO	Alterations and Renovations	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
OTHER	Other Expenses	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUB < 25	Sub-award Direct < \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH

Value	Description	Form	Form Page	Sponsor
SUB > 25	Sub-award Direct > \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUB <25 F	Sub-award F&A < \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUB >25 F	Sub-award F&A > \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
STPOTH	Stipends Other	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
STPOST	Stipends — Post Doctoral	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
STPPRE	Stipends Pre-Doctoral	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO, DD • H 	NIH
TUITIO	Tuition	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
TRNTRV	Trainee Travel	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
TRNEXP	Training-Related Expenses	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH

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

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

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

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

Consortium Budget Item Usage

Example 1:

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

We recommend the usage outlined in this table:

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 represents indirect costs that were incurred by the subrecipient. The primary institution has an indirect cost recovery rate of 50 percent. You can complete this transaction in two ways.

Here is the first way:

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

Budget Item	Amount or Percent
Institution F&A Rate	50 percent
Total Institution Recoverable Costs	12,500

Here is the second way:

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

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

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

Activity Types

All projects that you create contain activities. Activity types are the labels that identify and group projects in Grants. If you assign activity types consistently throughout the 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 Grants system.

Instructions on setting up activity types appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Activities,” Creating and Modifying Activities

Analysis Types and Groups

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

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

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

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

Analysis Type	Resource Type	Amount
BUD	LABOR	\$1,000.00
ACT	LABOR	\$1,500.00
BILL	LABOR	\$1,500.00

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

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

To set up analysis types and groups:

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

Instructions on setting up analysis types and groups appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data,” Understanding Transaction-Related Control Data

Resource Types, Categories, Subcategories, and Groups

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

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

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

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

Resource Types

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

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

Resource Groups

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

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

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

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

Relationships

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

You can set relationships between:

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

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

Setup Rules

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

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

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

- If you don't establish relationships, then the resource category or subcategory that you can enter are not limited.
- If you set up relationships between resource types, categories, and subcategories, you must adjust the 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 Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, "Setting Up Project Costing Control Data"

Transactions

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 General Ledger entries. Transaction types are the foundation of accounting rules. Defining transaction types in a separate table saves time and reduces errors when you define accounting rules.

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

To define transactions:

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

Instructions on setting up transactions appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data”

Accounting Rules

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

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

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

Instructions on setting up accounting rules appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Accounting for Projects”

Integration Templates

Integration templates define the integration between Grants, Project Costing, and 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 Grants assigns to transactions by default.

Assign each new award an integration template.

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

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 Purchasing and Asset Management that interact with the awards process in 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 Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data,” Setting Up General Control Data

Award and Project Controls

Here’s how award and project controls work in 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 Grants.

If you assign activity types consistently throughout 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 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 Grants.

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

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

To establish award and project controls:

1. Create project types.
2. Create activity types.

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

Instructions on setting up award and project controls appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data”

Locations

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

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

Products

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

For 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 Enterprise Contracts 8.9 PeopleBook* and the *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Setting Up Products”

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Setting Up Products”

Billing Cycle Date Ranges

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

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

Instructions on setting up billing cycle date ranges appear in the *PeopleSoft Enterprise Billing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Structuring Bills,” Defining Billing Cycles

Establishing Institution Controls

To set up institution controls, use these components:

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

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

This section discusses how to:

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

Pages Used to Establish Institution Controls

Page Name	Object Name	Navigation	Usage
Institution Types	GM_INST_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Institution Types	Create and maintain institution types, as well as define a set of institution-specific values.
Attribute Types	GM_ATTRIBUTE_CODE	Set Up Financials/Supply Chain, Product Related, Grants, Attribute Types	Add and define values that are specific to the institution.
Audit Types	GM_IN_AUDI_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Audit Types	Record recent audit engagements in Grants. You can also maintain audit engagement type definitions using this page.
Certifications & Compliances	GM_IN_CERT	Set Up Financials/Supply Chain, Product Related, Grants, Certifications	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 Types	GM_BUD_CAT_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Budget Item Types	Create budget item types. You can use the budget item types that you create to classify budget items into specific categories on the Budget Items page.
Budget Items	GM_BUD_ITEMS	Set Up Financials/Supply Chain, Product Related, Grants, Budget Items	Define the budget items that you'll use for proposals. PeopleSoft delivers numerous budget items as system data.
Budgets	GM_ACTIVITY	Set Up Financials/Supply Chain, Product Related, Grants, Budgets	Establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page.
Facilities and Administration Rates	GM_FA_RATE_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Rates	Create the F&A rate types that you use for grants processing.
Facilities and Administration Bases	GM_FA_BASE_DTL	Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Bases	Store a description of each F&A base type with an effective date and status. You can then list each budget item for which the F&A base rate applies. For example, base type of modified total direct cost (MTDC).

Page Name	Object Name	Navigation	Usage
CFDA	GM_CFDA	Set Up Financials/Supply Chain, Product Related, Grants, CFDA	Add CFDA information you can use for proposals, awards, and sponsors.

Creating Institution Types

Access the Institution Types page.

The screenshot shows the 'Institution Types' page. At the top, there is a tab labeled 'Institution Types'. Below it, the 'SetID' is 'SHARE' and the 'Institution Type' is 'FED'. A sub-section titled 'Institution Type Detail' contains the following information:

- *Effective Date: 01/01/1900
- *Status: Active
- *Description: Federal Institution (NIH)
- Short Description: Federal Inst

Navigation options include 'Find', 'View All', 'First', and 'Last'.

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

Creating the Institution Attribute Type

Access the Attribute Types page.

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

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.

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

Creating Audit Types

Access the Audit Types page.

Audit Types

SetID: SHARE **Audit Type:** A133

Audit Data		Find View All	First	1 of 1	Last
*Effective Date:	01/01/1900	*Status:	Active		
*Short Description:	A-133				
*Description:	A-133 Audit				

Audit Types page

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

Creating Certification and Compliance Types

Access the Certifications & Compliances page.

The screenshot shows the 'Certifications & Compliances' page. At the top, there is a header with 'SetID: SHARE' and 'Certification Code: ANIMA'. Below this is a 'Certification Detail' section with a search bar and navigation controls. The form contains the following fields:

- *Effective Date:** 01/01/1900
- *Status:** Active
- *Certification Use:** Both
- *Description:** Vertebrate Animals
- *Short Description:** Animal

Certifications & Compliances page

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

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

Creating Budget Item Types

Access the Budget Item Types page.

The screenshot shows the 'Budget Item Types' page. At the top, there is a header with 'SetID: SHARE' and 'Item Type: ANML'. Below this is a 'Budget Item Type' section with a search bar and navigation controls. The form contains the following fields:

- *Effective Date:** 01/01/1900
- *Status:** Active
- *Description:** Animal
- Map Modular:**

Budget Item Types 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 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 can select only the category types that are entered on this page in the Enter Budget Detail pages.

Creating Budget Items

Access the Budget Items page.

Budget Items

SetID: SHARE Budget Item: ANIMAL

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

*Effective Date	*Effective Status	Budget Item Type	*Description	Unit of Measure
01/01/1900	Active	ANIM	ANIMAL	(Inval)

Budget Items page

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

General Tab**Budget Item Type**

Select the budget item type that you want to associate with the budget item that you are creating.

Description

Enter a description for each budget item that you are creating.

Unit of Measure

If applicable, select one of these time quantities to enforce continuity across a budget:

- *MHR*: Hours
- *MDY*: Days
- *MWK*: Weeks
- *MMO*: Months

Projects Tab

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

GL Chartfields Tab

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

Creating Budget IDs

Access the Budgets page.

Budgets

SetID: SHARE Budget ID: CONSULTATION

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

Budgets page

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

Defining F&A Rate Types

Access the Facilities and Administration Rates page.

Facilities and Administration Rates

SetID: SHARE FA Rate ID: ANIM

*Effective Date	*Status	*Description	*Short Description		
01/01/1900 BT	Active + -	Animal Care	AnimalCare	+	-

Customize | Find | First 1 of 1 Last

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 31 ***Status:** Active + -

***Description:**

Budget Item Details		Customize Find	First ◀ 1-27 of 27 ▶ Last
*Budget Item	Description		
<input type="text" value="CLERK"/>	Secretarial	+	-
<input type="text" value="COMPTR"/>	Computer Services	+	-
<input type="text" value="CONSLT"/>	Consultant Services (Both)	+	-
<input type="text" value="DOTRAV"/>		+	-
<input type="text" value="FOTRAV"/>	Foreign Travel (NSF)	+	-
<input type="text" value="FRINGE"/>	Fringe Benefits	+	-
<input type="text" value="GRADST"/>		+	-
<input type="text" value="INPATI"/>	In-Patient (NIH)	+	-
<input type="text" value="OSRPER"/>		+	-
<input type="text" value="OTHER"/>	Other Expenses	+	-
<input type="text" value="OTPATI"/>	Out-Patient (NIH)	+	-
<input type="text" value="OTPERS"/>		+	-
<input type="text" value="OTPROF"/>		+	-

Facilities and Administration Bases page

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

Creating CFDA Detail

Access the CFDA page.

The screenshot displays a web interface for a CFDA (Catalog for Federal Domestic Assistance) detail. At the top, there is a tab labeled 'CFDA'. Below the tab, the 'SetID' is 'SHARE' and the 'CFDA' number is '93.333'. The main section is titled 'CFDA Detail' and includes a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. The form contains the following fields:

- *Effective Date:** 01/01/2000 (with a calendar icon)
- *Status:** Active (dropdown menu)
- Agency ID:** HHS
- *Program Title:** Clinical Research
- *Short Description:** Clinical

CFDA page

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

Establishing Sponsor Controls

To establish sponsor guidelines, use these components:

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

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

This section discusses how to:

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

Pages Used to Establish Sponsor Controls

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

Establishing Sponsor Types

Access the Sponsor Types page.

The screenshot displays the 'Sponsor Types' page. At the top, there is a tab labeled 'Sponsor Types'. Below the tab, the 'SetID' is 'SHARE' and the 'Sponsor Type' is 'PHTL'. A 'Details' section is visible, containing the following information:





- *Effective Date:** 01/01/1900
- *Status:** Active
- *Description:** Pharmaceutical
- *Short Description:** Pharm.

Sponsor Types page

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

Establishing Sponsor Levels

Access the Sponsor Levels page.





Sponsor Levels	
SetID: SHARE	Level: DEPT
Level Detail Find View All First 1 of 1 Last	
*Effective Date:	01/01/2001  *Status: Active   
*Level Title:	Department
*Description:	Department Level

Sponsor Levels page

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

Entering Sponsor Program Types

Access the Program Types page.

Program Types	
SetID: SHARE	Program Type: APPL
Program Type Detail Find View All First 1 of 1 Last	
*Effective Date:	01/01/2001  *Status: Active   
*Short Description:	Applied
*Description:	Applied 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:** EQUIP

Sponsor Guidelines Detail Find | View All First 1 of 1 Last

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

*Description: Equipment Purchases

*Short Description: Equipment

*Comments: Sponsor set limitation on equipment expenditures.

Sponsor Guidelines page

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

- *American Made*
- *Equipment Purchase*
- *Expanded Authorities*
- *Fly American Carrier*
- *Negotiated IDC Rat*
- *Salary Cap*
- *Same As Sponsor*

PeopleSoft delivers this value: *SAS* (Same As Sponsor).

Note. 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 Grants, use the Honors and Award Table (GM_HON_AWARD_TBL), Membership Table (GM_MEMBERSHIP_TBL), and Publication Table (PUBLICATION_TBL) components.

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

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

This section discusses how to:

- Enter honors and awards information.
- Enter membership table information.
- Enter publication 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	Store core information about honors and awards.
Membership Table	GM_MEMBERSHIP_TBL	Grants, Professionals, Define Memberships	Store core information about the memberships and associations that are relevant to professionals.
Publications	PUBLICATION_TBL	Grants, Professionals, Define Publications	Store complete citation information about publications and author names.

Entering Honors and Awards Information

Access the Honors/Awards Table page.


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

Entering Membership 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 information about the American Medical Association or the Animal Rescue Foundation.

Entering Publication 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 with a professional. Because the order of authors' names is crucial for proper credit in many research fields, authors' names must appear in the same order in which they appear on the publication.

Establishing Proposal Controls

To establish proposal controls, use these components:

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

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

This section discusses how to:

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

Pages Used to Establish Proposal Controls

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 Grants system.
Resource Types	GM_PROP_CTR_RES	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Resource Types	Define resource types that you use in proposals.
Proposal Component	GM_PROP_CTR_CMP	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Components	Define components that are used throughout the Grants system.
Proposal/Award Purposes	GM_CTR_FNCTN	Set Up Financials/Supply Chain, Product Related, Grants, Proposal/Award Purposes	Maintain information about the type and purpose of research that will be conducted for a proposal.

Entering Key Words

Access the Proposal Key Words page.

Proposal Key Words

SetID: SHARE **Key Word:** DIABETES

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

***Effective Date:** ***Status:**

***Description:**

Proposal Key Words page

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

Creating Proposal Resource Types

Access the Resource Types page.

Resource Types

SetID: SHARE **Resource Type:** ANIMA

Resource Type Description Find | View All First ◀ 1 of 1 ▶ Last

***Effective Date:** ***Status:**

***Description:**

Short Description:

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 Resources
- *RESOU*: Other Resources (NSF Specific)

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

Defining Proposal Components

Access the Proposal Component page.

Proposal Component page

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

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

Entering Proposal and Award Purpose Descriptions

Access the Proposal/Award Purposes page.

Proposal/Award Purposes page

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

Establishing Milestones

To establish milestones, use the Milestone Type Definition (GM_MILE_TYPE_DEFN) component.

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

Understanding Milestones

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

In 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 occur within a given time period. The reports can serve as a reminder to initiate a given process. The process itself, however, is not automated by the system.

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

Page Used to Establish Milestones

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

Defining Milestone Types and Codes

Access the Milestone Type/Code page.

Milestone Type/Code page

The milestone type is a label for grouping milestones.

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

- | | |
|-------------------------|---|
| Contact ID | Define a default contact person for the current milestone. You can identify 1 or more contacts for each milestone within an award. This default contact will be included in the award when the milestone is created in award. |
| Include in Award | If this option is selected, then the current milestone will always be included in the award at the time of generation. |
| Milestone Code | Milestone codes enable you to name the individual milestones that correspond to a specific milestone type. For example, if you create a milestone type of <i>FNREP</i> (financial status reporting), the individual milestone codes could be <i>FINAL</i> or <i>INTERIM</i> . |

Setting Up the 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 Grants forms printing solution uses file layouts to generate XML. This is accomplished by using existing PeopleTools functionality. Through the use of XML and XFDF (XML forms data format), the 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 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 used 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 used 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 Grants forms printing solution for 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/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/psh398/enrollment.pdf>
- <http://grants.nih.gov/grants/funding/psh398/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>

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

Pages Used to Set Up the Grants Forms Printing Solution

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

Setting Up the Forms URL Maintenance Area

Access the URL Maintenance page.

URL Maintenance

URL Identifier: GM_FORMS_LOCATION

***Description:**

***URL:**

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:** 2590

Form Detail Find | View All First 1 of 1 Last

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

***Description:** PHS 2590 Continuation

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

Comments: PHS 2590 Continuation Forms.

Sponsor Forms page

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

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

CHAPTER 6

Setting Up and Maintaining Grants Information

This chapter discusses how to:

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

Setting Up and Maintaining Institutions

To set up and maintain institutions, use these components:

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

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

- Establish the institution name.
- Establish institution information.
- Establish institution attributes.
- Establish the institution address.
- Establish institution contacts.
- Establish institution F&A rates.
- Establish institution fringe rates.
- Establish institution certifications and compliances.
- Establish institution audit information.

Understanding Institutional Information

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

Institution pages capture this information:

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

Supporting control pages capture this information:

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

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

Pages Used to Set Up and Maintain Institutions

Page Name	Object Name	Navigation	Usage
Institution - Name	GM_INSTITUTION	Grants, Institutions, General Information	Establish the institution name.
Institution - Information	GM_IN_INFO	Grants, Institution, General Information, Information	Establish institution information.
Institution - Attributes	GM_IN_ATTRIB	Grants, Institution, General Information, Attributes	Establish institution attributes. The data elements that you enter on this page appear on sponsor forms and reports.

Page Name	Object Name	Navigation	Usage
Institution - Address	GM_IN_ADDRESS	Grants, Institution, General Information, Address	Establish the institution address. You can assign multiple location addresses to the institution.
Institution Electronic Address	GM_IN_ADDR_E	Click the Additional Info button on the Institution — Address page.	Enter email and uniform resource locator (URL) information for the institution.
Institution Contacts	GM_IN_CONTACTS	Grants, Institution, Contacts	Establish institution contacts. You can enter contact- and approval-level information for the individuals who are involved in the grants process at the institution.
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.
Certifications & Compliances	GM_IN_CERT_COMPL	Grants, Institution, Certifications/Compliance	Establish institution certifications and compliances. This includes all institution-related compliance submissions, including cost accounting standard compliance submissions and federal demonstration project compliance.
Institution Cert/Compl Comment	GM_IN_CERT_SEC2	Click the Comments button on the Certifications & Compliances page.	Enter comments about the certifications and compliances.
Institution Audit	GM_IN_AUDIT	Grants, Institution, Audits	Establish institution audit information. This includes historical audit engagement records, related alerts, and resolutions.

Establishing the Institution Name

Access the Institution - Name page.

Name		Information		Attributes		Address	
SetID:	SHARE	Institution:	001	Description:	PeopleSoft University		
*Description:	<input type="text" value="PeopleSoft University"/>						
*Short Description:	<input type="text" value="PS Univ"/>						
Legal Name:	<input type="text" value="PeopleSoft University"/>						

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

Enterprise PeopleTools PeopleBook: PeopleTools Security

Establishing Institution Information

Access the Institution - Information page.

Name		Information		Attributes		Address	
SetID:	SHARE	Institution:	001	Description:	PeopleSoft University		
Institution Information as of Find View All First 1 of 1 Last							
*Effective Date:	<input type="text" value="01/01/1900"/>	*Status:	Active				
Reports to:	<input type="text" value="001"/>	PeopleSoft University		Federal EIN:	<input type="text" value="64931"/>		
NIH IPF:	<input type="text"/>	DHHS Entity ID:	<input type="text" value="123"/>		*Accounting Basis:	Cash	
Budget Default Options							
Cost of Living:	<input type="text" value="5.00"/>	Institution Base:	<input type="text" value="MTDC"/>				
Type Find View All First 1 of 1 Last							
*Type:	General Forprofit (NIH)						

Institution - Information page

Enter budget default information.

Reports To

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

Federal EIN (Federal Employer Identification Number)	Enter the employer identification number that the United States government issued to the institution.
NIH IPF (National Institutes of Health institutional profile file)	Enter the identification number that the National Institutes of Health issued to the institution.
DHHS Entity ID (Department of Health and Human Services entity identification)	Enter the institution’s identification number that the U.S. government’s Department of Health and Human Services agency issued to the institution.
Accounting Basis	Select either <i>Accrual</i> or <i>Cash</i> .
Cost of Living and Institution Base	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.
Type	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 70](#)

Establishing Institution Attributes

Access the Institution - Attributes page.

Institution - Attributes page

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

Attribute Type	The values for this field come from the institution Attribute Type control table. Values might include <i>Cage Code</i> , <i>Congressional District</i> , <i>Equipment Thresholds</i> , or <i>National Science Foundation Organization Code</i> . 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 70](#)

Establishing the Institution Address

Access the Institution - Address page.

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 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: 001 Description: PeopleSoft University

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

*Effective Date: 11/01/2002 *Status: Active

Contact Detail Find | View All First 1 of 1 Last

*Employee ID: KU0076 Young, Susan

Job Code:

*Location: US003 USA - California

Email:

Approval Authority

Unlimited Threshold Currency: Threshold Amount: Legally Bind Institution

Phone Find | View All First 1 of 1 Last

*Type Phone

BUSN

Official Find | View All First 1 of 1 Last

*Official Type: Institution Officer

Institution Contacts page

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

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

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

Threshold Amount Enter a specific maximum 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 Grants Information," Setting Up and Maintaining Professional Data, page 122](#)

Establishing Institution F&A Rates

Access the F&A Rates page.

F&A Rates

SetID: SHARE **Institution:** 001 **Description:** PeopleSoft University

Rate Agreement

Find | View All First ◀ 1 of 2 ▶ Last

***Effective Date:** 07/01/2005 ***Status:** Active + -

Agreement ID: DHHS-02 ***Descr:** July 2002

***Negotiation Agency:** DHHS + -

Regional Office: DHHS Bethesda, MD

Negotiation Date: 05/03/2002 ***Rate Status:** Pre-determined + -

Rate Type

Find | View All First ◀ 1-2 of 3 ▶ Last

*Rate Type:	ANIM Animal Care	FA Rate %: 12.00	*Descr: Animal Rates + -
*Rate Type:	OFC Off Campus	FA Rate %: 30.00	*Descr: Off Campus Rates + -

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 %
(facilities and administration rate percent)

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

See Also

[Chapter 5, “Structuring Grants,” Establishing Institution Controls, page 70](#)

Establishing Institution Fringe Rates

Access the Fringe Rates page.

Fringe Rates

SetID: SHARE **Institution:** 001 **Description:** PeopleSoft University

Fringe Rate As Of

Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1900 31 **Status:** Active v **Entered By:** SAMPLE + -

Federal	Rate Percentage	*Rate Type	Currency	Annual Amount		
<input checked="" type="checkbox"/>	20.00	Faculty v	<input type="text"/> Q	<input type="text"/>	+	-
<input checked="" type="checkbox"/>	10.00	Other v	<input type="text"/> Q	<input type="text"/>	+	-
<input checked="" type="checkbox"/>	20.00	Regular v	<input type="text"/> Q	<input type="text"/>	+	-
<input checked="" type="checkbox"/>	8.00	Temporary v	<input type="text"/> Q	<input type="text"/>	+	-
<input type="checkbox"/>	20.00	Faculty v	<input type="text"/> Q	<input type="text"/>	+	-

Fringe Rates page

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

The rates that you enter here serve as defaults to 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 <i>Faculty</i> , <i>Other</i> , <i>Regular</i> , and <i>Temporary</i> .
Currency	Select the currency that you want the system to use to calculate the fringe rate.
Annual Amount	If fringe benefits are calculated annually, enter an amount. The institution's fringe rates operate during the proposal preparation phase as defaults that are associated with employee classifications for budgeting.

Establishing Institution Certifications and Compliances

Access the Certifications & Compliances page.

Certifications & Compliances

SetID: SHARE **Institution:** 001 **Description:** PeopleSoft University

Certifications & Compliances

Find | View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 11/01/2001 B1 ***Status:** Active ▼ **Entered By:** DVP1 + -

Details

Customize | Find | View All | First ◀ 1-6 of 6 ▶ Last

Compliance Info Sponsor Info

*Code	Short Description	*Indicator	Cert/Disclosure Date	End Date	Reference Number		
DRUG0	Drug-Free	Yes ▼	07/01/2001 B1	06/30/2006 B1	SAY NO 001		+ -
FEDDT	Fedrl Debt	Yes ▼	07/01/2001 B1	06/30/2005 B1			+ -
INVPT	Inventions	Yes ▼	08/03/2001 B1	06/30/2010 B1			+ -
LOBBY	Lobbying	Yes ▼	07/01/2001 B1	06/30/2005 B1			+ -
SEXDE	Sex. Dscr.	Yes ▼	07/01/2001 B1	06/30/2004 B1			+ -
SMOKE	Smoke Free	Yes ▼	07/01/2001 B1	06/30/2006 B1			+ -

Certifications & Compliances

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, Grants saves the user IDs of individuals who make changes to this page.

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

Comments Click to add comments about the certifications and compliances.

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

See Also

[Chapter 5, “Structuring Grants,” Establishing Institution Controls, page 70](#)

Establishing Institution Audit Information

Access the Institution Audit page.

Institution Audit			
SetID: SHARE	Institution ID: 001	Audit Type: A133	A-133
Audit Information		Find View All First 1 of 1 Last	
*Effective Date:	07/01/2004	*Status:	Active
Program Coverage:	Audits of States, Local Governments & Non-Profits		
Sponsor:		Begin Date:	07/01/2003
Name of Auditor:	PricewaterhouseCoopers	End Date:	06/30/2004
Audit Report ID:	A052962	Report Date:	09/01/2004
Alert Number		Find View All First 1 of 1 Last	
Alert Number:	1		
Resolution Official:	IXHEEE102	Angelini, Gina	
Description:	Audit reviewed and necessary actions taken		

Institution Audit page

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

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

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

See Also

[Chapter 5, “Structuring Grants,” Establishing Institution Controls, page 70](#)

Setting Up and Maintaining Sponsored Projects

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

This section provides an overview of sponsored projects setup and maintenance.

Understanding Setting Up and Maintaining Sponsored Projects

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

Page Used to Set Up and Maintain Sponsored Projects Office

Page Name	Object Name	Navigation	Usage
Sponsored Projects Office	GM_SPO_OFFICIAL	Grants, Sponsored Projects Office, General Information	Enter description and employee contact information for the sponsored projects office.

Setting Up and Maintaining the Sponsored Projects Office

Access the General Information page.

Sponsored Projects Office

SetID: SHARE **SPO ID:** SPO1

***Short Description:**

***Description:**

Contact:  Grafton, Ken

Sponsored Projects Office page

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

Setting Up and Maintaining Departments

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

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

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

Understanding Department Setup and Maintenance

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

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

- PeopleSoft departments are organized by SetID; SetIDs are the labels that PeopleSoft 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 General Ledger departments enable institutions to maintain Grants data and financial information for a department (college, division, department).

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

- You establish new departments first through the hierarchical tree structure in PeopleSoft Tree Manager.
- PeopleSoft 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 Enterprise Application Fundamentals 8.9 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	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	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.

Department | Address | Attribute

SetID: SHARE Department: 1 Description: Department 1

Department Manager Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status as of Effective Date: Active

Manager ID:

Major Subdivision: 101

Institution: 001 PeopleSoft University

SPO: SPO1 Sponsor Projects Office 1 Contact: Grafton, Ken

Department - Department page

Select the Major Subdivision, Institution, and SPO, to associate with the Department.

You cannot modify department ChartField information on the 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 Enterprise Application Fundamentals 8.9 PeopleBook, “Configuring ChartFields”

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining and Using ChartFields,” Entering and Maintaining ChartField Values

Establishing Department Addresses

Access the Department - Address page.

Department | Address | Attribute

SetID: SHARE Department: 1 Description: Department 1

Department Address Info Find | View All First 1 of 1 Last

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

Location: EGV03 EGV03 - Pleasanton, CA

Email: URL:

Phone

Prefix:	Telephone:	Ext:	Fax:
---------	------------	------	------

Mailing Address

Address 1:	4305 Hacienda Dr	Building #:	
City:	Pleasanton	Floor #:	
County:	Alameda	Sector:	
State:	CA California	Postal:	94588
Country:	USA United States	Jurisdiction:	

Department - Address page

Select the location, and 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 is supplied by default from the location table.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

Establishing Department Attributes

Access the Department - Attribute page.

The screenshot displays the 'Department - Attribute' page. At the top, there are three tabs: 'Department', 'Address', and 'Attribute'. The 'Attribute' tab is selected. Below the tabs, the page shows the following information:

- SetID:** SHARE
- Department:** 1
- Description:** Department 1

The main section is titled 'Department Attributes As Of' and includes a search bar with 'CFDA' and a dropdown menu showing 'Catalog of Fed Domestic Assist'. Below this, there is a text input field for '* Value:' and a large text area for 'Comments:'.

Department - Attribute page

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

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

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

See Also

Chapter 5, “Structuring Grants,” Establishing Institution Controls, page 70

Establishing Department Contacts

Access the Department Contacts page.

Department Contacts page

Select an employee ID for the department contact, enter 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, and 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 monetary amount for which the contact can sign or approve a contract. The institution can use this level to determine workflow for monetary or legally binding reviews.

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

See Also

[Chapter 6, "Setting Up and Maintaining Grants Information," Setting Up and Maintaining Institutions, page 93](#)

Setting Up and Maintaining Sponsors

To set up and maintain sponsors, use these components:

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

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

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

- Indicate that the sponsor is a Grants sponsor when you add a Grants sponsor.
This enables all Grants users to view only 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 sub-sponsor relationships and levels.

Understanding Sponsor Guidelines

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

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 periods without first requesting permission from the sponsor.
- Salary Cap.
The sponsor may specify a limit to how much of the sponsored funds can be used for salary expenditures.
- Fly American Carriers.
The sponsor may require that any travel that is 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 with one sponsor.

Pages Used to Set Up and Maintain Sponsor

Page Name	Object Name	Navigation	Usage
Sponsor - General Info (general information)	CUST_GENERAL1	Grants, Sponsors, General Information	Add or review a customer's name and level information and assign associated roles.
Sponsor - Details	GM_SPNSR	Grants, Sponsors, General Information, Details	Enter and maintain 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 - Miscellaneous General Info (miscellaneous general information)	CUST_GENERAL_MISC	Grants, Sponsors, General Information, Miscellaneous General Info	Enter the customer's web address, currency code, rate type, and support team code.
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 (sponsor facilities and administration rates)	GM_SP_FACILT_ADMIN	Grants, Sponsors, Facilities Admin Rates	Assign multiple F&A rate types and rate percentages to a sponsor.
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
▶

SetID: SHARE **Sponsor:** 1018 **General Info Links:** ...More

***Customer Status:** Active **Level:** Regular

***Date Added:** 01/01/1900 31 ***Since:** 01/01/1900 31 ***Type:** User 1

***Name 1:** National Institute of Health Science ***Short Name:** National I

Currency Code: USD 🔍 **Rate Type:** CRRNT 🔍

Roles

<input checked="" type="checkbox"/> Bill To Customer Bill To Selection	<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection
<input checked="" type="checkbox"/> Ship To Customer Ship To Selection	<input checked="" type="checkbox"/> Remit From Customer Remit From Selection
<input checked="" type="checkbox"/> Sold To Customer Sold To Selection	<input checked="" type="checkbox"/> Corporate Customer Corporate Selection
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Federal Customer
<input checked="" type="checkbox"/> Grants Management Sponsor	

Consolidation Business Unit:
Trading Partner Code:

Support Teams
Customize | Find | View All | First ◀ 1 of 1 ▶ Last

Team Code	Default	Description		
<input style="width: 80%; border: none;" type="text" value="A-1"/> <small>🔍</small>	<input checked="" type="checkbox"/>	Super Support Team	+	-

Sponsor - General Info page (1 of 2)

Address Locations

Find | View All First ◀ 1 of 2 ▶ Last

*Location: Bill To Primary Broker Primary + -

Description: Ship To Primary Indirect Primary

Sold To Primary Correspondence Address

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

Address Details

Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date: *Status: Language Code: + -

Tax Code: Physical Nature: Where Performed:

Country: United States

Alternate Names

Address 1:

Address 2:

Address 3:

[View Phone Information](#)

In City Limit

City:

County: Postal:

State: Maryland

General Info Links:

Sponsor - General Info page (2 of 2)

**Grants Management
Sponsor**

Select to designate this sponsor as a Grants sponsor.

Instructions on establishing general sponsor and address information appear in the *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 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	
SetID:	SHARE	Sponsor:	1018								
Level:	DIV	Division Sponsor Level		<input checked="" type="checkbox"/> Federal							
Sponsor Type:	FED	Federal		<input checked="" type="checkbox"/> US Flag Carrier Required							
Program Type:	CLIN	Clinical Research		<input type="checkbox"/> Foreign							
Reports To Sponsor:	1020	Department of Health & Human Services									
CFDA Number:	93.279	Cost of Living Increase Pct:	2.95								
Sponsor Base:	MTDC	Sponsor Salary Cap:	175,700.00								
Letter of Credit Details											
<input checked="" type="checkbox"/> Letter of Credit	Letter of Credit Sponsor:		1018								
Letter of Credit Info											
LOC Number:	DHHS-001	Comments:	DHHS Letter of Credit								

Sponsor - Details page

Reports To Sponsor

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

CFDA Number (Catalog of Federal Domestic Assistance number)

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

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

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

Sponsor Base

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

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

Sponsor Salary Cap

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

Letter of Credit

Select this check box if the sponsor uses letters of credit to provide funding for awards.

Letter of Credit Sponsor If you select the Letter of Credit check box, select a value for this field. Values come from the sponsor control table.

When you select the letter of credit sponsor, the system displays fields at the bottom of the page in which you can enter the letter of credit number for the sponsor.

LOC Number Enter the Letter of Credit number.

See Also

Chapter 5, “Structuring Grants,” Establishing Sponsor Controls, page 78

Creating Sponsor Attribute Types

Access the Sponsor - Attributes page.

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 Grants.

To use another sponsor’s attribute information:

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

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

To use attribute information that is not from another sponsor:

1. Select an attribute code other than *Same as Sponsor*.

2. Complete the Attribute Value and Comments fields.

See Also

Chapter 5, “Structuring Grants,” Establishing Sponsor Controls, page 78

Establishing Bill To Options

Access the Sponsor - Bill To Options page.

General Info		Details		Attributes		Bill To Options		Ship To Options		Sold To Options	
SetID: SHARE		Sponsor: 1000		Alliance Group							
Customer Bill To Options Find View All First 1 of 1 Last											
*Effective Date: 01/01/1900		*Status: Active		Currency Code: USD		Rate Type: CRRNT					
Responsibilities:											
Credit Analyst: CBB			Collector: CBB			AR Specialist:					
Bill Inquiry Phone: 408-641-CORP				Billing Specialist: CMT				Billing Authority:			
Billing Options						Billing Consolidation Data					
<input checked="" type="checkbox"/> Direct Invoicing <input type="checkbox"/> Prompt for Billing Currency *Freight Bill Type: Shipping Bill Type: Billing Cycle Identifier: Invoice Form: STANDARD Bill By Identifier: CONTRACT AR Distribution Code: AR						Consolidation Key: SetID: Customer ID:					
InterUnit Billing						Blanket Purchase Orders					
<input type="checkbox"/> InterUnit Customer GL Business Unit:						Blanket PO Number: Start Date: End Date: <input type="checkbox"/> Purchase Order Required <input type="checkbox"/> Display Prices on Receipt					
						Deposit Required					
						Deposit Percent <input type="checkbox"/> Immediate Payment Required					

Sponsor - Bill To Options page (1 of 2)

Reference Qualifier Code: <input type="text"/>	
Payment Method Options	
Payment Method:	<input type="text" value="CHK"/>
Draft Type:	<input type="text"/>
Direct Debit Group:	<input type="text"/>
Bank Account:	<input type="text"/>
Draft Document Required:	<input type="checkbox"/>
Draft Approval:	<input type="checkbox"/>
Direct Debit Profile ID:	<input type="text"/>
Write-Off Info	
Maximum Write-Off Amount:	<input type="text"/>
Maximum Write-Off Percent:	<input type="text"/>
Days Until Write-Off:	<input type="text"/>
Payment Predictor Options	
<input type="checkbox"/> Partial Payment Switch	
<input type="checkbox"/> Payment Predictor Hold	
Method:	<input type="text"/>
Payment Terms	
Payment Terms ID:	<input type="text" value="IMMED"/>
Description:	Due Immediately
Discount Grace Days:	<input type="text"/>
Due Grace Days:	<input type="text"/>
Bank Holiday Options: <input type="text" value="Not Applicable"/>	
Days:	<input type="text"/>
<input checked="" type="checkbox"/> Allow due date in next month	

Sponsor - Bill To Options page (2 of 2)

Instructions on establishing bill to options appear in the *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information”

Establishing Ship To Billing Options

Access the Sponsor - Ship To Options page.

General Info		Details		Attributes		Bill To Options		Ship To Options		Sold To Options	
SetID:	SHARE	Sponsor:	1000	Alliance Group							
Ship To Customer Options Find View All First 1 of 1 Last											
*Effective Date:	01/01/1900	*Status:	Active								
Distribution Network Code:	CORP	Language Code:	English								
Store Number:		Single Ship Flag:									
Carton Label Format ID:		<input type="checkbox"/> Allow Overpick									
Ship Container Label Format ID:		Maximum Picking Tolerance:									
Just In Time Parameters						Demand Fulfillment Options					
Ship Prior to Request Date:	Yes	Partial Schedules:	Yes								
Number of Days Early:		Partial Order:	Yes								
Days Allowed After Request Date:		Cancel Backorder:	No								
Domestic Shipments						Export Shipments					
Ship Via:		Export Ship Via:									
Freight Terms Code:		Export Freight Terms Code:									
Carrier ID:		Export Carrier ID:									
Priority:		Export Priority:									

Sponsor - Ship To Options page (1 of 2)

Required Documents		Export Flags	
<input type="checkbox"/> Canadian Customs Invoice	<input type="checkbox"/> Insurance Required	<input type="checkbox"/> Flag Orders for Export	
<input type="checkbox"/> Shipper's Export Declaration	AERP:		
<input type="checkbox"/> Certificate of Origin	<input type="checkbox"/> Military		
<input type="checkbox"/> NAFTA			

Sponsor - Ship To Options page (2 of 2)

Instructions on establishing ship to options appear in the *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information”

Establishing Sold To Billing Options

Access the Sponsor - Sold To Options page.

The screenshot displays the 'Sold To Options' page for a customer. At the top, there are navigation tabs: 'General Info', 'Details', 'Attributes', 'Bill To Options', 'Ship To Options', and 'Sold To Options'. Below the tabs, the page header shows 'SetID: SHARE' and 'Sponsor: 1000' with the 'Alliance Group' label. The main content area is titled 'Sold To Customer Options' and includes a search bar and navigation controls. The options are organized into several sections:

- General Options:** *Effective Date: 01/01/1900, *Status: Active (dropdown), Allow Product Substitutions, Restocking Fee, Freight Charge Method: Volume (dropdown), Order Number Preference: System Product ID, Customer Product ID.
- Labeling Options:** Carton Label Format ID: !SHP_CRTN.LWL, Ship Container Label Format ID: !SHP_CONT.LWL.
- Pricing Options:** Grace Pricing Discount Days: (input), Exclusive Pricing ID: (input), Weight and Volume: LOAD (dropdown), Arbitration Plan: PROMO (dropdown), Allow Adjustments to Buying Agreement Price.
- VMI Options:** VMI Order Consolidation: Ship To Customer (dropdown), Receipt Verification, Order Verification.

At the bottom of the page, there are links for 'General Info', 'Sold To Selection', 'Hierarchy', 'Product Catalogs', and 'Product Aliases'.

Sponsor - Sold To Options page

Instructions on establishing sold to billing options appear in the *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information”

Entering Miscellaneous General Information

Access the Sponsor - Miscellaneous General Info page.

SetID: SHARE **Sponsor:** 1000 Alliance Group

Miscellaneous General Info

Name 2:
Name 3:
Tax ID:
Vendor SetID: SHARE **Vendor ID:** USA0000001 [Vendor Information](#)
Workflow User:
Customer Web Site: [Go To Website URL](#)
Stock Symbol: [Go To Stock Symbol](#)

Sub Customer Information

SubCustomer **SubCustomer 1:** **SubCustomer 2:**

Date Last Maintained: 10/29/2001 **Last Maintained By Operator ID:** SAMPLE

[General Info](#) **General Info Links:**

Sponsor - Miscellaneous General Info page

Instructions on establishing miscellaneous information appear in the *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information”

Establishing Sponsor Forms

Access the Sponsor - Forms page.

Forms

SetID: SHARE **Sponsor:** 1000 Alliance Group

Forms As Of Find | View All First 1 of 1 Last

***Effective Date:** 01/21/2005 ***Status:** Active

Detail Find | View All First 1 of 1 Last

***Form Identification:** 2590 PHS 2590 Continuation

***Use From Sponsor:** Same As Sponsor Forms

Transmission Code: EL Electronically Only

Description:

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 1 to 3.

See Also

Chapter 5, “Structuring Grants,” Establishing Sponsor Controls, page 78

Establishing Sponsor F&A Rates

Access the Sponsor - Facil Admin Rates page.

Facil Admin Rates

SetID: SHARE Sponsor: 1000 Alliance Group

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

*Effective Date: 03/06/2003 *Status: Active

Same as Institution

Facilities Admin Waiver List

Detail Find | View All First 1-4 of 4 Last

*Rate Type	Description	FA Rate %	*Description
ANIM	AnimalCare	40.00	
INSTR	Instruct	34.00	22
OFC	Off Campus	50.00	Off Campus
ONC	On Campus	50.00	On Campus

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, and then enter a waiver reason. 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 70

Establishing Sponsor Guidelines

Access the Sponsor - Guidelines page.

The screenshot displays the 'Sponsor Guidelines' page. At the top, it shows 'SetID: SHARE', 'Sponsor: 1000', and 'Alliance Group'. Below this is a 'Sponsor Guidelines As Of' section with a search bar and navigation controls. The main form area includes fields for '*Effective Date:' (08/22/2001), '*Status:' (Active), and a 'Details' section. The 'Details' section has a search bar and navigation controls. The main form area includes fields for '*Guideline:' (EQUIP), '*Use From Sponsor:' (Same As Sponsor Guidelines), and '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 1 and 3.

See Also

Chapter 5, “Structuring Grants,” Establishing Sponsor Controls, page 78

Establishing Sponsor Budget Items

Access the Sponsor - Budget Items page.

Budget Items

SetID: SHARE Sponsor: 1000 Alliance Group

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

*Effective Date: 01/21/2005 *Status: Active

Details Find | View All First 1 of 1 Last

*Budget Item	Description
EQUIP	Equipment

Sponsor - Budget Items page

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

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

Budget Item

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

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

See Also

[Chapter 5, "Structuring Grants," Establishing Institution Controls, page 70](#)

Setting Up and Maintaining Professional Data

To set up and maintain professional data, use these components:

- Professional Data (GM_PERS_DATA).
- Job Data (GM_JOBDATA).

- Advisor/Advisee (GM_ADVISOR_ADVISEE).
- Professional Collaboration (GM_PERS_COLLAB).
- Education (EDUCATION_GM).
- Work Experience (GM_WRK_EXPERIENCE).
- Honors and Awards (GM_HONORS_AWARDS).
- Professional Key Words (GM_PERS_KEYWORDS).
- Professional Languages (LANGUAGES_PERS).
- Professional Membership (GM_PERS_MEMBERSHIP).
- Professional Names (NAMES_PERS).
- Professional Publications (GM_PERS_PUBLCN).

This section provides an overview of professional data setup and maintenance, lists a prerequisite, and discusses how to:

- Enter professional data.
- Store professional job and employment data.
- Store professional employment data.
- Establish professional advisors and advisees.
- Store professional collaborations.
- Establish professional educational information.
- Establish professional experience.
- Establish professional honors and awards.
- Establish professional key words.
- Establish professional language proficiency.
- Establish professional memberships.
- Establish professional names.
- Establish professional publications.

Understanding Professional Data Setup and Maintenance

Professional profile information is critical to the proposal preparation process and supports both the pre-award and the post-award functions of Grants administration.

The professional profile pages store professional data. As information changes, you can maintain and update the data. The institution defines, through PeopleSoft Security, who can add and update professional profile data.

Grants provides two professional reports, one that produces a biographical sketch for proposals, and one that produces a report on current and pending research support.

See Also

[Appendix E, “Grants Reports and Forms,” Grants Reports and Forms: A to Z, page 363](#)

Prerequisite

Before you set up professional profile information, set up and run the application messaging process to import data from Human Resources. This process populates some of the HR type fields in 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 81](#)

[Chapter 13, “Understanding Integrating Grants with Other Applications,” Human Resources, page 337](#)

Pages Used to Set Up and Maintain Professional Data

Page Name	Object Name	Navigation	Usage
Professional Data	GM_PERS_DATA	Grants, Professionals, Professional Data	Enter professional personal information for new or existing employees.
Job Data	GM_JOB_DATA1	Grants, Professionals, Job and Employment Data	Store basic information about an employee’s current job.
Employment	GM_JOB_DATA2	Grants, Professionals, Job and Employment Data, Employment	Store basic information about an employee’s employment status.
Advisor/Advisee	GM_ADVISOR_ADVISEE	Grants, Professionals, Advisor/Advisee	Establish and maintain advisor and advisee relationships.
Collaboration	GM_PERS_COLLAB	Grants, Professionals, Collaboration	Store a list of persons, including their organizational affiliations, who have collaborated with a professional on a book, article, report, paper, patent, copyright, software system, or other project.
Education	GM_PERS_EDUCATION	Grants, Professionals, Education	Enter educational information about a professional, such as degrees earned, grade point average, majors, and schools.
Work Experience	GM_PERS_WORK_EXP	Grants, Professionals, Experience	Track the previous employment history, field experience, laboratory experience, and training for the professional.
Honors and Awards	GM_HONORS_AWARDS	Grants, Professionals, Honors and Awards	Enter multiple grantors for the same honor or award.

Page Name	Object Name	Navigation	Usage
Key Words	GM_PERS_KEYWORD	Grants, Professionals, Key Words	Associate key words that are contained in the key word control table with individual professionals.
Languages	LANGUAGES_NTR	Grants, Professionals, Languages	Track the language competencies of professionals.
Memberships	GM_MEMBERSHIPS	Grants, Professionals, Memberships	Associate relevant memberships and associations with professionals.
Names	NAMES	Grants, Professionals, Names	Enter the name of the professional to whom the proposal is sent by default.
Publications	GM_PERS_PUBLISH	Grants, Professionals, Publications	Associate relevant publications with a professional.

Entering Professional Data

Access the Professional Data page.

Professional Data

Empl ID: KU0042
 ***Gender:** Male
 ***Personnel Status:** Employee
 i

General Info Find | View All First 1 of 1 Last

***Eff Date:** 01/01/1990 + -
 ***Mar Status:** Single
 + -

Prefix:
 ***Name Suffix:**

***Last Name:** Schumacher
 ***Middle Name:**

***First Name:** Kenneth
 [Address](#)

Country Info Find | View All First 1 of 1 Last

Country: USA
 ***NID Type:** PR
 ***National ID:** 650100107
 + -

Citizenship Info. Find | View All First 1 of 1 Last

***Country:** USA
 ***Citizenship Status:** Native
 + -

Phone Info Find | View All First 1 of 1 Last

***Type:** Business
 ***Phone:** 510/555-1111
 + -

Email Info Find | View All First 1 of 1 Last

***Type:** Business
 ***Email:** kenneths@university.edu
 + -

Misc. Info Find | View All First 1 of 1 Last

***Eff Date:** 11/09/2001 + -
 Howard Hughes Member
 Workflow Eligible
 + -

Rate Type: Faculty
 Eligible PI
 Conflict of Interest
 ***Date Certified:** + -

[Ethnicity](#)

Professional Data page

Note. Typically, professional information comes to Grants from a human resources system. Grants offices do not usually add new employees or assign them employee IDs. Grants enables you to add new records here for convenience and to cover those situations in which the proposal must be completed or submitted immediately and you cannot wait for the next data feed. Any data that you enter or modify here is not reflected in the human resources system and is subject to override by data from the human resources system.

Enter professional personal information for new or existing employees.

- Empl ID** (employee ID) When you add a new employee to the system, you must provide an employee ID. The system does not assign a new ID.
- Gender** Select the gender of the professional whom you are adding to the system. The default value is *Unknown* when you add a new employee to the system.
- Personnel Status** Select the personnel status of the professional whom you are adding to the system. The default value is *Employee* when you add a new employee to the system.
- Name** Enter the person’s name in this format: last name,first name middle initial. For example, to enter John M. Smith, type Smith,John M.
- Mar Status** (marital status) Select the marital status of the professional whom you are adding to the system. The default value is *Single* when you add a new employee to the system.

- NID Type** (national identity type) Select the person’s national identity type. In the United States, this is the person’s social security number.
- Eligible PI** (eligible principal investigator) and **Howard Hughes Member** Select the check boxes that apply. These are Grants-specific fields that are maintained entirely on the Grants table through the Professional Data page.
- Workflow Eligible** Select this check box to make the person eligible to receive the worklist during the Proposal approval process. This field can be overwritten at the Proposal level.
- Ethnicity** Click to select the person’s ethnic background or affiliation
- Conflict of Interest and Date Certified** If you select the Conflict of Interest check box, select the date of any available certification that you obtained to cover the conflicts.

Storing Professional Job and Employment Data

Access the Job Data page.

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 Grants.

Note. If an employee is added into the financials system through the Grants, Professionals, Annual Rate navigation the job data can be edited. The Monthly Rate, Hourly Rate, Currency, Compensation Frequency, and Compensation Rate will be hidden. For the employees information that came over to the financials system from HR, Annual Rate, Monthly Rate, Hourly Rate, Currency, Compensation Frequency, and *Compensation Rate* are not fields that can be edited.

- Employee Classification** Select how the institution classifies the employee. Values are *Administrator, Consultant, Faculty, Laboratory Technician, 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 a change in job status occurred. Values may include *Assignment, Data Change, Family Change, Job Reclassification, Layoff, Pay Rate Change, Probation, Promotion, Retirement, Short Term Disability with Pay,* and *Termination*.

Associated with each action is a list of codes that explain the reason for taking the action. Select a reason code.

- Unit** The business unit that you select here determines the tableset sharing that is associated with the employee and controls the prompt tables and values for the Department, Job Code, and Location fields throughout the system.

- Currency, Compensation Frequency, and Compensation Rate** Enter or select the frequency, rate, and currency in which the employee gets paid.

Storing Professional Employment Data

Access the Employment page.

Job Data		Employment	
Name: Schumacher, Kenneth		ID: KU0042	
Employment Information			
Hire Date:	01/01/1990	Rehire Date:	
Company Seniority Date:	<input type="text" value="01/01/1990"/>	Last Date Worked:	<input type="text"/>
Service Date	<input type="text" value="01/01/1990"/>	Expected Return Date:	<input type="text"/>
Professional Experience Date:	<input type="text"/>	Last Verification Date:	<input type="text"/>
Date Last Increase:	<input type="text"/>	Probation Date:	<input type="text"/>
		*Home/Host:	<input type="text" value="Home"/>
Business Title:	<input type="text" value="Principal Investigator"/>	Work Phone:	<input type="text" value="925/980-2065"/>
Supervisor ID:	<input type="text" value="KU0006"/>		
Reports To Position:	<input type="text"/>		

Employment page

Enter all 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 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	
Advisor Info Find View All First 1 of 1 Last			
Effective Date:	09/10/2001	Graduate Students Advised:	2
Entered by:	SAMPLE	Doctoral/Post Doc Sponsored:	1
Advisor Detail Info Find View All First 1-2 of 2 Last			
Seq Nbr	*Type	*Advisor Role	Institution
10	Advisor	Other	001
Employee ID:	KU0015	Name:	Espinosa,Carmichael
Start Date:	02/01/2001	End Date:	09/24/2004
Seq Nbr	*Type	*Advisor Role	Institution
20	Advisor	Other	001
Employee ID:	KU0036	Name:	Pritchard,Martin
Start Date:	02/02/2001	End Date:	01/31/2005

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/Post Doc 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 whether the person that you are adding in the row is advised by the professional.

Advisor: Select whether the person acts as an advisor to the professional.

Advisor Role Select the item that best describes the advisor role. Values are *Academic*, *Doctoral/Postdoctoral*, *Graduate Student*, *Other*, and *Research*.

Institution Select or enter the name of the institution that is associated with the person whom you are entering in the row.

Storing Professional Collaborations

Access the Collaboration page.

The screenshot shows a web-based form titled "Collaboration" for user "Schumacher, Kenneth" with "Empl ID: KU0042". The form is for adding a collaborator and includes the following fields:

- Sequence:** 10
- Employee ID:** IXHEEE102
- Name:** Angelini, Gina
- Institution:** (empty)
- *Type:** Other
- Start Date:** (empty)
- End Date:** (empty)
- Comment:** (empty text area)

Navigation options include "Find", "View All", "First", "1 of 1", and "Last".

Collaboration page

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

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

Sequence

The system assigns a number, but you can modify it if necessary (this would affect the order in which the collaborators appear on the proposal).

Note. Modifications to the system-assigned numbers may disrupt the auto-numbering sequence that PeopleSoft delivers with the system.

Type

Select the type of collaboration. Values are *Article*, *Book*, *Paper*, *Patent*, *Proposal*, *Report*, *Research*, and *Software System*.

Start Date and End Date

Select the start and end dates of the collaboration. These dates may be the same if the collaboration took place over a one-day period.

Establishing Professional Educational Information

Access the Education page.

Education

Schumacher, Kenneth Empl ID: KU0042

Academic Info Find | View All First 1 of 1 Last

Degree Earned:	<input type="text" value="MD"/>	Doctor of Medicine	<input type="button" value="+"/> <input type="button" value="-"/>
Issue Date:	<input type="text" value="08/30/1997"/>	<input checked="" type="checkbox"/> Graduated	
Major Code:	<input type="text" value="L000003"/>	Major: <input type="text" value="Medicine"/>	
Country:	<input type="text" value="USA"/>	State:	
School Code:	<input type="text"/>	School: <input type="text" value="Georgetown University"/>	

Academic Advisor Info Find | View All First 1 of 1 Last

Academic Advisor:	<input type="text"/>	Name: <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Institution	<input type="text"/>		
Start Date:	<input type="text"/>		
End Date:	<input type="text"/>		

Education page

Select each type of degree that the professional earned. Complete all the date information and then either select or enter the schools that the professional attended. If the professional has an academic advisor, enter that information as well.

For completed degrees, information entry is a one-time only process. You can modify degrees that are in progress. Professionals can have multiple degrees.

Graduated Select box to designate whether the individual graduated.

School If no values are available to select from in the School Code field, enter the name of the school that the professional attended.

Note. Degree Earned, Major Code, School Code, Country, and State are all fields that prompt from tables that are copied from the human resources system. You cannot update these entries within Grants.

Establishing Professional Experience

Access the Work Experience page.

Work Experience

Schumacher, Kenneth **Empl ID:** KU0042

Work Experience Find | View All First 1 of 1 Last

Sequence: + -

Employer:

Country: **State:**

City:

***Start Date:** **End Date:**

***Type:**

Prefix: **Phone:** **Ext:**

Ending Job Title:

Description:

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

Honors & Awards Find | View All First 1 of 1 Last

Honor/Award: + -

Formal Description:

Date Received:

Grantor:

Reason Conferred:

Comment:

Honors and Awards page

Honor/Award Select an honor or award. Values come from the Honor/Award control table.

Date Received Select the date that the honor or award was received. The same honor or award may be awarded by multiple grantors, but not on the same date.

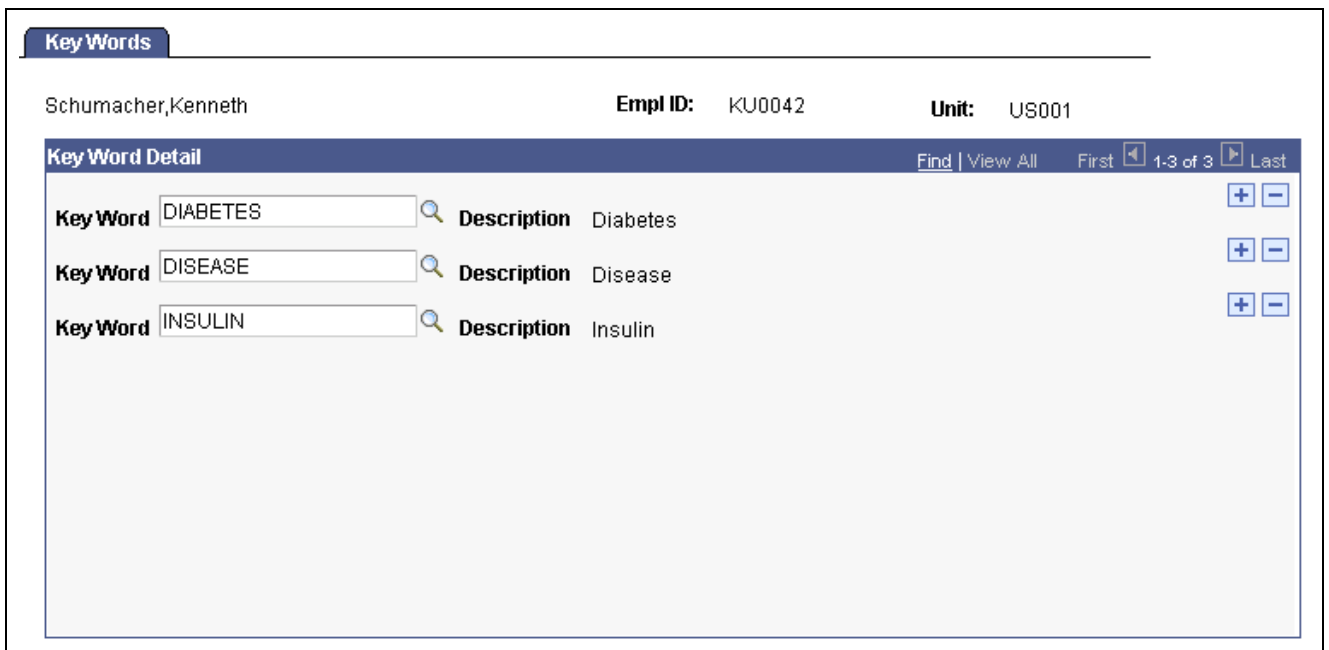
Grantor, Reason Conferred, and Comment Enter the person or institution that granted the honor or award, the reason that it was conferred, and any comments.

See Also

[Chapter 5, “Structuring Grants,” Establishing Professional Controls, page 81](#)

Establishing Professional Key Words

Access the Key Words page.



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 84](#)

Establishing Professional Language Proficiency

Access the Languages page.

Languages page

Select as many languages as necessary to describe a professional’s linguistic competencies, and then specify the level of competency for speaking, reading, and writing each language.

Native Select if the professional was born or reared in a country where the language is primarily spoken (for example, if the professional was born in Spain, Spanish is probably that person’s native language).

Translator Select if the professional can translate the selected language into the native language.

Speak, Read, and Write Select *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 page

Organization	Select an organization from the list. You must first establish the values for this field in the Memberships Associations control table during setup.
Issue Date	Select the date that the professional's membership in the organization became effective.
Memb./Assoc. Type (membership or association type)	Enter the type of membership or association, such as <i>Honorary Member</i> .
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 81](#)

Establishing Professional Names

Access the Names page.

The screenshot displays the 'Names' page for a professional named Schumacher, Kenneth (Empl ID: KU0042). The page features a search bar at the top with 'Find | View All' and navigation controls for 'First', '1 of 1', and 'Last'. The main form contains the following fields:

- Name Type:** PRI (with a search icon)
- *Effective Date:** 01/01/2005 (with a calendar icon)
- Name:** Schumacher, Kenneth
- Name Prefix:** Dr (with a search icon)
- *First Name:** Kenneth
- Middle Name:** (empty field)
- *Last Name:** Schumacher
- Name Suffix:** (empty field with a search icon)

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 of 1 ▶ Last

Publication ID	Publication Type	Publication Status	Publication Date
JRNLMED <input type="text" value="JRNLMED"/>	Article	Published	12/10/2000

Publication Name: Journal of Medicine

Publication Title: The Effect of Diabetes on Rats

Publisher: MCGRAW-HILL

Publications page

You can modify this page each time a professional writes a new publication. This page maintains a complete bibliography for each professional 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 81](#)

Maintaining Subrecipients

To set up and maintain subrecipient data, use the Subrecipients (GM_VENDOR_DATA) component.

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

- View summary information for the subrecipient.
- Maintain subrecipient identifying information.
- Maintain subrecipient addresses.
- Maintain subrecipient locations.
- Maintain subrecipient contacts.
- Add additional subrecipient data.
- Add subrecipient certifications.

- Add subrecipient attributes.
- Add information for single payment vendors.
- Specify U.S. federal-only vendor information.

Understanding Subrecipient Setup

Subrecipients receive pass-through funds under a primary award. In the PeopleSoft environment, they are treated similarly to vendors or suppliers. Subrecipient records and pages support the grants application process. During the pre-award phase of a proposal, you can enter subrecipient or vendor information into the subrecipient tables.

Note. When you are establishing a subrecipient in the PeopleSoft FMS database, you must enter data in two places: First, you must define the initial subrecipient information using the Vendor pages (select Vendors, Vendor Information, Add/Update, Vendor). After you establish this initial information, you 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 Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information”

Pages Used to Maintain Subrecipients

Page Name	Object Name	Navigation	Usage
Subrecipient - Summary	VNDR_ID1_SUM	Grants, Subrecipients, General Information	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 Summary Information for the Subrecipient

Access the Subrecipient - Summary page.

Summary		Identification		Address		Location		Contacts		Subrecipient		Certifications	
SetID:	SHARE												
Vendor ID:	AUS0000004												
Vendor Short Name:	CORP-BUS			CORP-BUS-001									
Vendor Name:	Corporate Business Technology												
Order:	CORP-BUS-001						Remit To:						CORP-BUS-001
	Address 1												Address 1
	City 1, SA												City 1, SA
Status:	Approved						Last Modified By:						SAMPLE
Persistence:	Regular						Last modified date:						01/09/2003 2:39PM
Classification:	Supplier						Created By:						
HCM Class:							Created Date/time:						
Open for Ordering:	Yes						Last Activity Date:						02/12/2002
Withholding:	No												
VAT:	Yes												

Subrecipient - Summary page

Instructions on viewing subrecipient summary information appear in the *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information”

Maintaining Subrecipient Identifying Information

Access the Subrecipient - Identification page.

Summary		Identification		Address	Location	Contacts	Subrecipient	Certifications	
SetID:	SHARE	Check for Duplicate							
Vendor ID:	AUS0000004								
*Vendor Short Name:	CORP-BUS	CORP-BUS-001							
*Vendor Name 1:	Corporate Business Technology								
Vendor Name 2:									
*Status:	Approved	*Classification:	Supplier	CCR Status:	Exempt				
*Persistence:	Regular	HCM Class:							
<input checked="" type="checkbox"/> VAT Registration		Registration	VAT Default	VAT Service Treatment Setup	Review CCR Information				
<input type="checkbox"/> Withholding									
<input checked="" type="checkbox"/> Open For Ordering		Expand All Collapse All							
Vendor Relationships									
<input type="checkbox"/> Corporate Vendor		<input type="checkbox"/> InterUnit Vendor							
Corporate Vendor ID:		<input type="text"/>		InterUnit Vendor ID:		<input type="text"/>			
Create Bill-To Customer									
<input type="checkbox"/> Create Bill To Customer									
▶ Additional ID Numbers									
▶ Duplicate Invoice Settings									
▶ Government Classifications									
▶ Standard Industry Codes									
▶ Additional Reporting Elements									

Subrecipient - Identification page

Instructions on establishing subrecipient identifying information appear in the *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Identifying Information

Maintaining Subrecipient Addresses

Access the Subrecipient - Address page.

Summary Identification **Address** Location Contacts Subrecipient Certifications

SetID: SHARE

Vendor: AUS0000004 Short Vendor Name: CORP-BUS-001 Name: Corporate Business Technology

Vendor Address Find | View All First 1 of 1 Last

Address ID: 1 CCR Type: + -

Description: Main

Details Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 + -

Status: Active

Country: AUS Australia + -

Address 1 Postal Search

City 1

SA South Australia

Email ID:

Payment/Withholding Alt Names

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

Type	Prefix	Telephone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -

Subrecipient - Address page

Instructions on entering subrecipient addresses appear in the *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Addresses

Maintaining Subrecipient Locations

Access the Subrecipient - Location page.

Subrecipient - Location page

Instructions on entering subrecipient locations appear in the *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information,” Defining Vendor Locations

Maintaining Subrecipient Contacts

Access the Subrecipient - Contacts page.

Vendor Contact

SetID: SHARE

Vendor: AUS0000004 Short Vendor Name: CORP-BUS-001 Name: Corporate Business Technology

Vendor Contact Find | View All First 1 of 1 Last

Contact ID: 1

Description: CCR Type: Accounts Receivable

Details Find | View All First 1 of 1 Last

Eff Date: 01/23/2005

Status: Active

Type: Executive Management

Name:

Title:

Address: 1 Main
Address 1
City 1, SA AUS

URL: http:// [View Internet Address](#)

Email ID:

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

*Type	Prefix	Telephone	Extension

Subrecipient - Contacts page

Instructions on entering subrecipient contacts appear in the *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Contact Information

Adding Additional Subrecipient Data

Access the Subrecipient - Subrecipient page.

Summary Identification Address Location Contacts **Subrecipient** Certifications

SetID: SHARE **Vendor:** AUS0000004 Corporate Business Technology

Name 2: Persistence AR Number

ShortName: CORP-BUS CORP-BUS-001

Classification: Supplier **Vendor Status:** Approved

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

Effective Date: 01/23/2005 ***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 one exists 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 nonprofit organizations expending federal awards.

Persistence

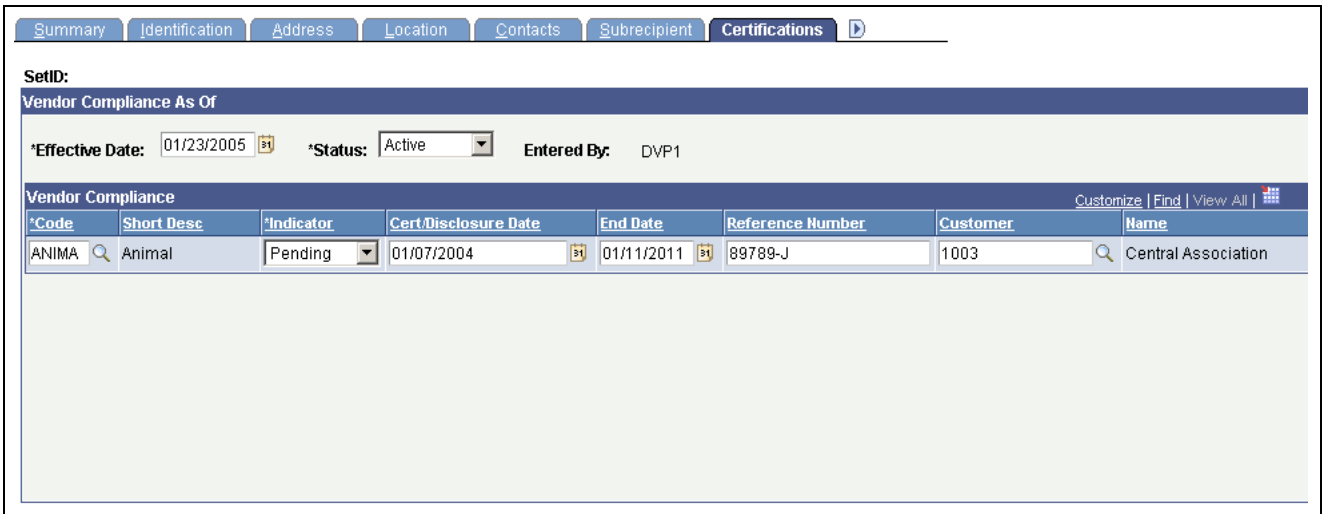
Click to view customer ID and number.

AR Number

Click to view uniform resource locator (URL).

Adding Subrecipient Certifications

Access the Subrecipient - Certifications page.

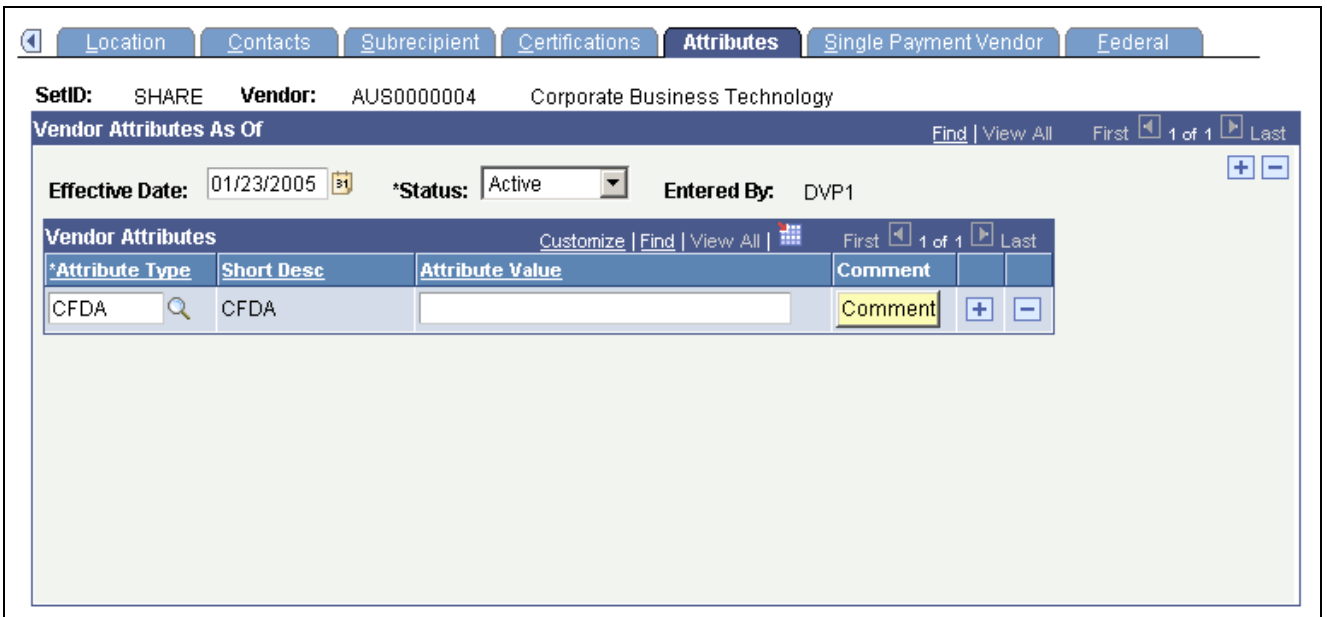


Subrecipient - Certifications page

- 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 that 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.
- Comments** Click to add comments.

Adding Subrecipient Attributes

Access the Subrecipient - Attributes page.



Subrecipient - Attributes page

- Attribute Type** Select an attribute. The Attributes Control table stores the codes that appear here.
- Attribute Value** Enter an attribute value for each attribute.
- Comments** Click to add an explanation or information about each attribute.

Adding Information for Single Payment Vendors

Access the Subrecipient - Single Payment Vendor page.

The screenshot displays the 'Subrecipient - Single Payment Vendor' page. At the top, there are navigation tabs: Location, Contacts, Subrecipient, Certifications, Attributes, Single Payment Vendor (selected), and Federal. Below the tabs, the following information is entered:

- SetID:** SHARE
- Vendor:** AUS0000004
- *ShortName:** CORP-BUS
- *Name:** Corporate Business Technology
- Description:** Main
- VAT Registration** (with links: Details..., VAT Service Treatment Setup, VAT Default)

The **Default Settings** section includes:

- *Effective Date:** 01/01/1900
- Status:** Active
- Links: EFT Options, Draft Options, Sales Tax

The **VAT** section includes:

- Use VAT Suspension**
- Physical Nature:** Physical Goods
- Where Service Performed:** Buyer's Location

Below these are three columns of options:

- Voucher:**
 - *Terms Options: Default
 - Terms: [Search]
 - *Currency Options: Specify
 - Currency: AUD
 - Rate Type: CRRNT
- Payment:**
 - Payment Method: [Search]
 - Pay Group: [Search]
 - *Handling Options: Default
 - Handling: [Search]
- Bank:**
 - *Bank Options: Default
 - Bank: [Search]
 - Account: [Search]
 - Currency: [Search]
 - Rate Type: [Search]

Subrecipient - Single Payment Vendor page

Instructions on entering information for single payment vendors appear in the *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 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. At the top, there are navigation tabs: Location, Contacts, Subrecipient, Certifications, Attributes, Single Payment Vendor, and Federal. Below the tabs, the following information is shown:

- SetID:** SHARE **Vendor:** AUS0000004 Corporate Business Technology
- Location:** MAIN **Description:** Main
- Federal Specific Vendor Detail:** Effective Date: 01/01/1900 Active
- Pay Schedule Type:** Default
- Date Calculation Basis:** Default
- Federal Vendor Information:** Federal Vendor Trading Partner: Agency Location Code:

Subrecipient - Federal page

Instructions on specifying U.S. federal-only vendor information appear in the *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information,” (USF) Entering Vendor Information for U.S. Federal Agencies

CHAPTER 7

Setting Up and Maintaining Protocol Management

This chapter provides an overview of protocol management setup and discusses how to:

- Establish protocol controls.
- Administer protocol workflow.

Understanding Protocol Management Setup

Protocol Management provides an automated system that enables you to document and amend human and animal protocols, and to facilitate the management of the necessary approval processes for approving authority. Examples are the Institutional Review Board (IRB) and the Institutional Animal Use and Care Committee (IACUC).

This section discusses:

- The workflow actions.
- The protocol workflow.
- The committee setup.

The Workflow Actions

You can workflow notifications about various protocol actionable events to multiple individuals and committees, such as email notifications of committee meeting dates and agendas, dispositions to the PI, and adverse events. You can use workflow to automatically monitor protocol compliance for review and report dates, expirations, and upcoming renewals. Workflow can help you create all committee components, such as: members, administrators, institutional officer, disposition, agenda, meeting minutes, and set up pages.

The Protocol Workflow

Workflow is triggered by the system through user actions like clicking a submit button, through a scheduled batch process being run, or by certain conditions being met, such as the expiration of a protocol. Based on a predetermined set of contact roles and the rule conditions for when to contact users, workflow sends an email notification, worklist, or both. Both rules and roles can be configured by the user to capture as many people and events or scenarios as their business process requires.

See [Chapter 3, “Defining Your Operational Structure,” Setting Up the Approval and Notification Process, page 27.](#)

The Committee Setup

Some large research institutions have multiple animal and human protocol committees and, therefore, need the ability to distinguish one from another as well as distinguish between their respective activities. Protocol Management enables you to define more than one committee on the Committee Setup page.

Establishing Protocol Controls

To establish protocol controls, use these components:

- Approving Authority (GM_PCL_APAU)
- Protocol Type (GM_PCL_TYPE)
- Genus (GM_PCL_GENUS)
- Species (GM_PCL_SPECIES)
- Strain, Subspecies (GM_PCL_STR)
- Agent (GM_PCL_AGENT)
- Committee Administrator (GM_PCL_COM_ADMN)
- Detail Type (GM_PCL_DTL_TYPE)
- Committee Setup (GM_PCL_COM)
- Committee Meeting Setup (GM_PCL_COM_MEET)
- Grants Role Type (GM_PROF_ROLE_TYPE)

This section explains how to establish protocol controls and discusses how to:

- Create protocol types.
- Create a committee.
- Define committee meetings.
- Define grants rate types.

Pages Used to Establish Protocol Controls

Page Name	Object Name	Navigation	Usage
Approving Authority	GM_PCL_APAU	Set Up Financials/Supply Chain, Product Related, Grants, Approving Authority	Use this page to identify the approving authority associated with the delivered protocol management functionality. Information entered here is used on the Hazardous Agents (GM_PCL_HAZA) page.
Protocol Type	GM_PCL_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Protocol Type	Create protocol types.

Page Name	Object Name	Navigation	Usage
Genus	GM_PCL_GENUS	Set Up Financials/Supply Chain, Product Related, Grants, Genus	Set up genus codes.
Species	GM_PCL_SPECIES	Set Up Financials/Supply Chain, Product Related, Grants, Species	Set up species codes.
Strain, Subspecies	GM_PCL_STR	Set Up Financials/Supply Chain, Product Related, Grants, Strain, Subspecies	Set up strain, subspecies codes.
Agent	GM_PCL_AGENT	Set Up Financials/Supply Chain, Product Related, Grants, Agent	Set up agent codes.
Committee Administrator	GM_PCL_COM_ADMN	Set Up Financials/Supply Chain, Product Related, Grants, Committee Administrator	Set up committee administrator data.
Detail Type	GM_PCL_DTL_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Detail Type	Set up detail type data.
Committee Setup	GM_PCL_COM	Set Up Financials/Supply Chain, Product Related, Grants, Committee Setup	Create a committee.
Notes	GM_PCL_COM_NOTES	Click the Notes button on the Committee Setup page.	Enter notes about the committee members.
Details	GM_PCL_COM_MEM_DTL	Click the Address button on the Committee Setup page.	View email and telephone information for the committee member.
Committee Meeting Setup	GM_PCL_COM_MEET	Set Up Financials/Supply Chain, Product Related, Grants, Committee Meeting Setup	Enter a meeting date, time description, ID, and protocols.
Notes	GM_PCL_COM_M_NOTES	Click the Notes button on the Committee Meeting Setup page.	Add notes about the committee meeting.
Grants Role Type	GM_PROF_ROLE_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Role Types	Define role types. In addition to defining the roles, also define the types of areas where the role has applicability.

Creating Protocol Types

Access the Protocol Type page.

Protocol Type page

Enter both a long and short description of the type of protocol, and then select a protocol sub type. Protocol sub types are system delivered values. There are only two values: Animal and Human. Each protocol type should be associated with a protocol sub type. Based on this association there is logic to hide/unhide some fields on several protocol pages.

Creating a Committee

Access the Committee Setup page.

Committee Setup page

This page defines the members of this particular committee along with the committee chair.

Committee ID Displays a system generated ID.

Protocol Type Select a protocol type from available values. Values may include: *HUMN* and *ANIM*.

Effective Date

Committee Chair Select a committee chair from available values. Committee Chair should be part of the committee.

Committee Members

Member ID Select a member ID from the list of available employee ID's.

Role Type Select a value from the prompt table. Values may include:

- *Scientist*
- *Non-scientist*
- *Community/Non-affiliated member*
- *Consultant*
- *Prisoner Representative*
- *Child Advocate*
- *Veterinarian*
- *Protocol Administrator*

Note. You can define role types and their applicability to different areas in Grants on the Role Type page (GM_PROF_ROLE_TYPE).



Click to enter any additional notes on the Notes page.



Click to view email and telephone details on the Details page.

Defining Committee Meetings

Access the Committee Meeting Setup page.

Committee Meeting Setup

Committee ID: 100 Human Protocol Full Committee

Protocol Type: HUMN

Details									Customize	Find	First	1 of 1	Last	
	Meeting ID	Meeting Date	*Description	Start Time	End Time	Max Num of Protocols	Notes							
1	H01	06/30/2005	Human Protocol	9:00AM	12:00PM	5		+	-					

Committee Meeting Setup page

Max Num of Protocols (maximum number of protocols) Enter the maximum number of protocols that can be scheduled for this meeting ID. When the meeting has reached the maximum number of protocols, the system will not allow you to chose this meeting in the Protocol Admin page if the maximum number is reached for this meeting.

Notes Click to enter notes about the meeting.

Defining Role Types

Access the Role Types page

Grants Role Type page

Define the role types. In addition to defining the roles you can also define the types of areas where the role have applicability.

Administering Protocol Workflow

This section discusses how to review and administer protocol workflow.

Page Used to Administer Protocol Workflow

Page Name	Object Name	Navigation	Usage
Protocol Administration	GM_PCL_ADMIN	Grants, Protocols, Protocol Administration	View all pending and submitted protocols that have not yet been acted against.

Reviewing and Administering Protocol Workflow

Access the Protocol Administration page.

Protocol Administration

Business Unit: EGV05 *Protocol Sub Type: Human
 Protocol Status: Pending Retrieve

Customize | Find | First 1 of 1 Last

Information	Administration							
Protocol ID	Version	Protocol Version	Title	Protocol Type	Phase Type	Start Date	End Date	Submit Date
1	1004	V101	DNA Samples	HUMN	N	02/12/2005	02/17/2005	03/07/2005 5:10PM

Protocol Administration page

When you have established all the rules, the workflow tool is ready to automatically send notifications. When you submit the protocol, this action sends the initial workflow worklist to the committee administrator. The worklist includes a link to the Protocol Administration page. This page displays all pending (or submitted) protocols that have not yet been acted against. After the administrator acts on it, it is removed from the worklist. Also, the list that the administrator sees on the worklist email is the same list that is viewable from the Protocol Administration page. From this page, the administrator can decide and act on the individual protocols.

Protocol Sub Type Select the subtype that you want to retrieve. Values include *Human* or *Animal*. This field has security that allows limited access. If the operator ID allows only for *Animal*, then only that value displays and is not available for editing. Users with access to all can edit the field.

Protocol Status Select the status that you want to retrieve. In most instances, the committee administrator retrieves protocols with a status value of *Pending*. *Pending* is the only status value for which the Administration tab on this page is operable.

Information Tab

Protocol ID Displays the Protocol ID.

Version Displays the Version.

Protocol Version Click the Protocol Version button to go to the version.

Submit Date Displays the date on which the disposition was submitted.

Administration Tab

Review Type Assigned Select Exempt, Expedited or Full Review.

Committee ID Select a value from the list of available committee IDs that have the same protocol type. If a committee must review a protocol select the committee ID responsible for the review here.

Description Displays a short descriptive name for the committee.

Meeting ID Select a meeting ID. The prompt table enables you to see both the ID and associated date.

Returned by Reviewer Displays this field as selected if one of the approvers returned this protocol.

Notify Click this button to create the approval record and to trigger the workflow.

CHAPTER 8

Preparing and Submitting a Proposal

This chapter discusses how to:

- Establish proposals.
- Establish 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 overviews of Grants proposal preparation and proposal budgets and discusses how to:

- Establish proposal-specific details.
- Enter a due date and time for a proposal.
- Enter budget express information for a proposal.
- Enter additional information for a proposal.
- Add or update projects that are associated with a proposal.
- View department administrator information.
- Enter departmental credit percentages.
- Enter budget header data.
- Set up F&A and pricing.
- Maintain information about each resource for a proposal project.
- Enter agreement details for subrecipients.
- Enter budget information for subrecipients.
- Add proposal professional details.

- Maintain proposal-specific certifications.
- Set up Grants report types for a proposal project.
- Link documents to a proposal project.
- Maintain address information for each project within a research proposal.
- Enter protocols.
- Track the status of proposal components.
- Enter component stakeholders.
- Enter component approval hierarchy.
- View approval status and history.
- Identify setup levels.
- Link key words to a proposal.
- Approve a proposal.

Understanding Grants Proposal Preparation

A proposal in Grants consists of a statement of work, research plans, technical reports, and a proposal budget, as well as administrative, personnel, and submission information that is required by external funding agencies.

Note. The creation of the research plan is outside the scope of Grants.

Each proposal requires at least one project. You can, however, have multiple projects, or sub-proposals, within a single proposal.

After establishing basic setup information in 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.

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

See Also

[Chapter 6, “Setting Up and Maintaining Grants Information,” page 93](#)

[Chapter 8, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets, page 198](#)

[Appendix A, “Preparing a Proposal and Award for Cost Sharing,” page 347](#)

Understanding Proposal Budgets

The budget represents an integral part of a research proposal. It captures budget line details and provides access to data such as the names of participating personnel, annual salaries, fringe rates, and F&A (Facilities and Administration) rates. These data elements support both pre-award and post-award functions.

Here is some general information about establishing proposal budgets:

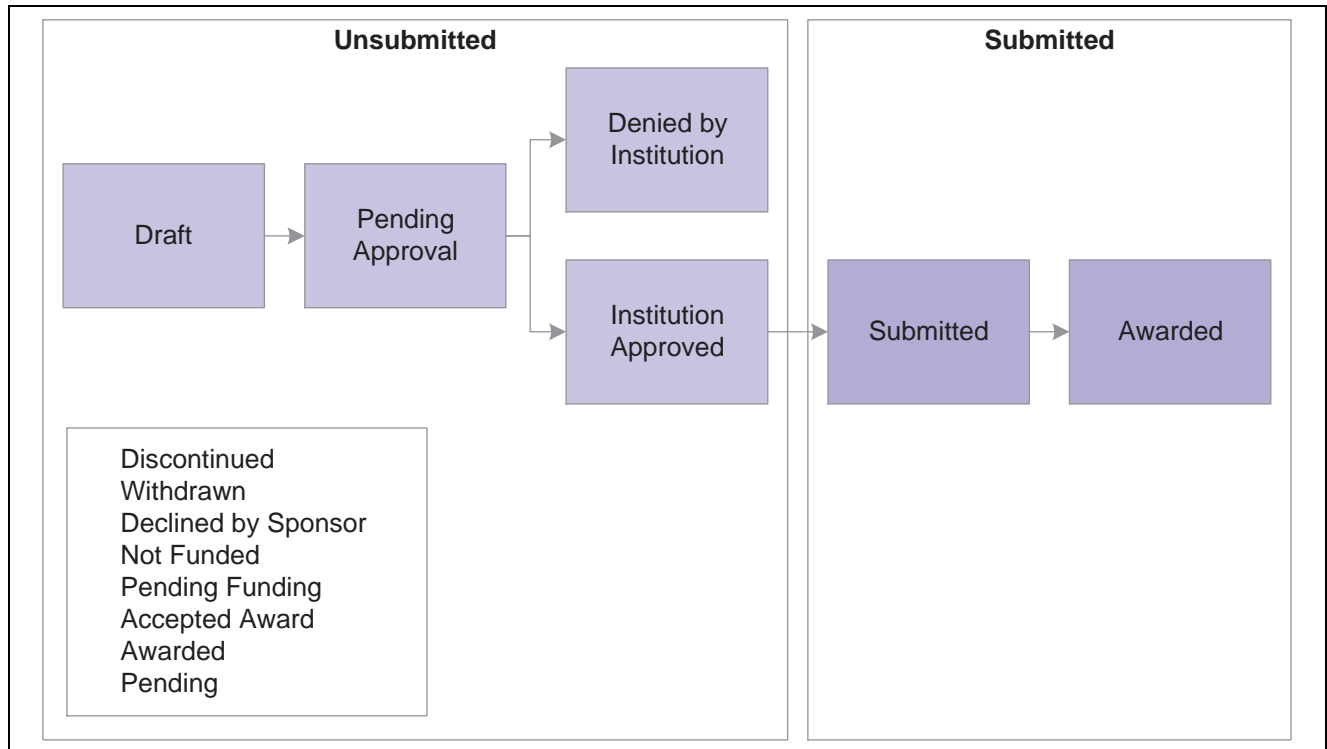
- Proposal budget items (pre-award) — such as salaries, equipment, and travel—have corresponding general ledger account values that are used to establish the award budget (post-award).
- The proposal budget includes direct costs (personnel, animals, equipment, supplies), cost sharing, justifications, and F&A costs.
- Employee information in the proposal budget is supplied from the institution's existing human resources database through an interface that populates the Personal Data table (PERSONAL_DATA) and the Job table (JOB).
- During implementation, you can modify the data that is passed to Grants by way of the interface, for instances in which 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 incorporates Transaction Set 194 values into the proposal budget pages and records.

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

Note. The following PeopleTool pages will be uneditable during the approval process: Maintain Proposal, Overall Budget, and Budget Detail pages.

Understanding Grants Statuses

This diagram illustrates the flow of the Grants status as the proposal moves through the complete cycle from draft to award.



Grants Statuses process flow diagram

Understanding Components

After 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. You can submit only institutionally approved proposals if Proposal Approval workflow is active.

This section provides an overview of the approval rules and processes and discusses how to:

1. Access the Component page.
2. Submit a proposal.
3. Designate an official for a proposal submission.
4. Approve a proposal.

The Proposal (Component) Approval process is triggered when the proposal’s status changes to a status that is listed in the Grant’s Award Setup Definition page. All people who are involved in the approval process receive workitem or email notification, or both, depending on the setup options.

The approval process is simultaneous or sequential, depending on your setup. If you set the approval process to sequential, the system generates the workitem for the next layer of approver after the workitem receives approval from all required approvers and reviewers at the current layer. Feedback from non-required approvers does not affect the approval process and status. For example, if all required approvers approve the component but not the non-required approver, the system still updates the component status to *Approved* or generates the workitem for the next layer of approver. All required approval roles must be defined in the Proposal, Project or Proposal/Project/Professional resource grid and set to workflow eligible.

The Approver/Reviewer receives a workitem or workitem and email notification during the approval process. The recipient can take the following actions depending on the workflow setup:

- Approve

- Send Back
- Review
- Reassign (the new approver or reviewer has the same authorities as the original approver or reviewer)

The component uses the following statuses:

- Draft — when you are preparing the component.
- In Progress — when the system sends the workitem to the approver and is waiting for approver action.
- Approved — when all required approvers and reviewers approve or review the component.
- Send Back — if any of the approvers return the component for modification.

When the component status changes to *Send Back* the approver initiator receives a workitem and can edit the project and budget. If you set the component Setup level at the all projects level, then the approver initiator can edit only the project that is associated with the *Send back* component. If you set the component approval at primary project level, then the approver initiator can edit all projects. During this time the approver initiator can add a new proposal component or delete one in the project under certain circumstances. Other users cannot edit the proposal during the approval cycle

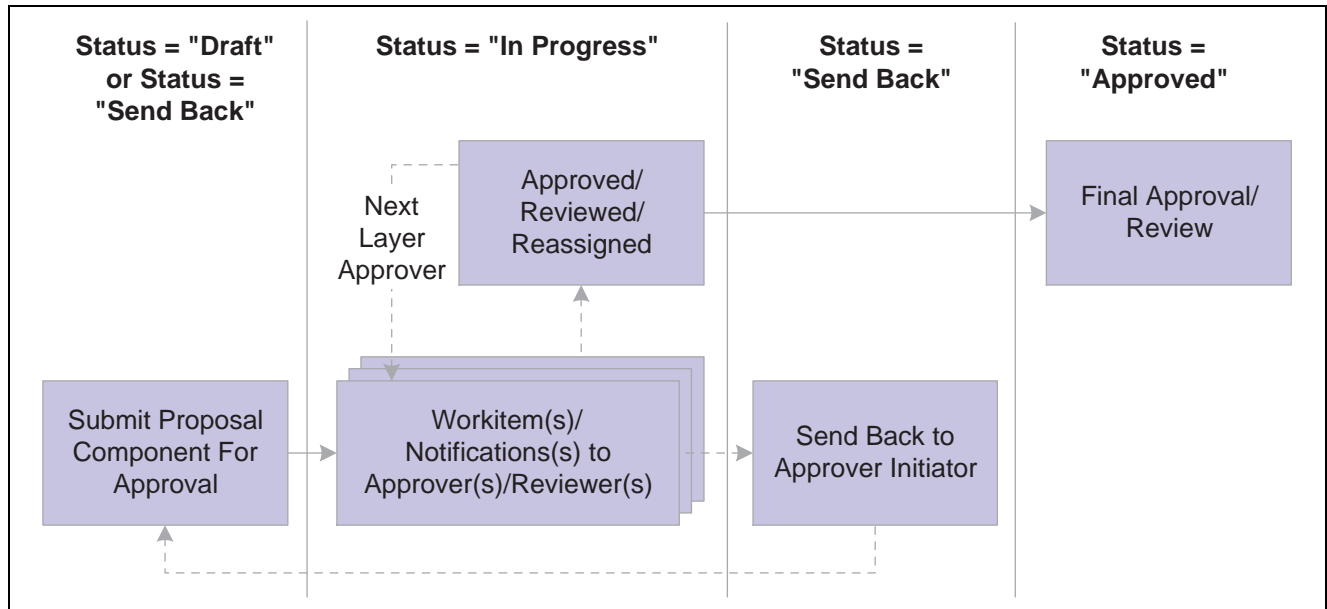
The Grants Super User can cancel the proposal during the approval process and the system removes all workitems from the approver worklist. When all components are approved the proposal is considered institution approved. Approved or canceled proposals cannot be edited, as the proposal has reached the end of proposal process.

From draft status, you can manually change the status to *Pending Approval*, or click the Start Approval button which will then trigger the workflow process. When it is approved, you can start the submission process and proposal status is updated to *Submitted*. Only submitted proposals can be generated, at which time the system will change the Proposal status to *Awarded*. All other statuses can be selected prior to submission. If workflow is disabled, you can select any status at any time prior to submission. Those with authorization to the Submission component through the PeopleTools component security can change a submitted (but not generated) proposal back to *Not Submitted*. If workflow is enabled, the proposal status returns to *Institution Approved*. If workflow is disabled, the proposal status returns to *Draft*.

The following list describes proposal component approval activities:

1. A workitem/email is generated for the approver/reviewer when the proposal component is submitted for approval.
2. The workitem/email is generated for the approver initiator when the proposal component is sent back by the approver.
3. The workitem/email is generated for a new approver reviewer when the proposal component is reassigned by the approver reviewer
4. Email notification is sent to all people who are involved with the approval process when the proposal component status is changed.

This diagram shows the workflow process flow:



Workflow Process flow

Pages Used to Establish Proposals

Page Name	Object Name	Navigation	Usage
Proposal	GM_PROPOSAL	Grants, Proposals, Maintain Proposal, Proposal	Establish proposal-specific details.
Description	GM_PROP_TITLE_LONG	Click the Description link on the Proposal page.	Enter a long description for the proposal.
Due By	GM_PROP_DUE_BY	Click the Due By link on the Proposal page.	Enter the due date and time requirements for a proposal.
Budget Express	GM_PROP_BUD_EXPRES	Click the Budget Express link on the Proposal page.	Enter data about the basic components of a proposal's total budget. Note. The data that you enter on this page is for informational purposes only. It has no downstream processing implications.
Additional Information	GM_PROP_ADD_INFO	Click the Additional Information link on the Proposal page.	Enter additional information about the proposal.
Concurrent Submissions	GM_PROP_CON_SUB	Click the Additional Details link on the Additional Information page.	Select the business unit, proposal, and version for each proposal that you are submitting concurrently.
Conflict of Interest	GM_PROP_COI	Click the Additional Details link on the Additional Information page.	Select check boxes to indicate if the conflict complies with the institution's policy and if you completed the review.

Page Name	Object Name	Navigation	Usage
Cost Sharing	GM_PROP_COST-SHARE	Click the Additional Details link on the Additional Information page.	Select to indicate if the sponsor requires cost sharing, who approved it, the date of approval, and the source
Flow Through	GM_PROP_FLOWTHRU	Click the Additional Details link on the Additional Information page.	Select the primary sponsor that the proposal will flow through.
Intellectual Property	GM_PROP_INTEL_PROP	Click the Additional Details link on the Additional Information page.	Enter information about the use of intellectual property.
PI Change	GM_PROP_PI_CHANGE	Click the Additional Details link on the Additional Information page.	Indicate the PI changed and select the ID of the previous PI.
Pre-Award Spending	GM_PROP_PREAWD_SPD	Click the Additional Details link on the Additional Information page.	Indicate that pre-award spending is permitted and enter the guaranteed source of funding.
Previous Award	GM_PROP_PREV_AW	Click the Additional Details link on the Additional Information page.	Enter information about the previous award and indicate that a renewal is in progress if it is based on an accomplishment.
Related Proposals	GM_PROP_REL_PROP	Click the Additional Details link on the Additional Information page.	Enter information about related proposals.
Solicitation	GM_PROP_SOLICITATN	Click the Additional Details link on the Additional Information page.	Enter information about a solicitation.
Projects	GM_PROPOSAL_PROJ	Grants, Proposals, Maintain Proposal, Projects	Add or update projects that are associated with a proposal.
Department Administrator	GM_PROP_DPT_ADM	Click the Other Contacts link on the Projects page.	View the names of the department administrator, department head and Institution Officer. Information on this page is display-only. All data comes from the Department Contact page and Institution Contact page.
Department Credit Percentage	GM_PROJ_DEPT_PCT	Click the Department Credit link on the Projects page.	Enter the credit percentage for a department for a particular project.
Comments	GM_PROP_J_DEPT_SP	Click the Department Cost Share Comments button on the Projects page.	Enter comments about the department cost share.

Page Name	Object Name	Navigation	Usage
Budgets	GM_PROP_BUD	Grants, Proposals, Maintain Proposal, Budgets	Enter budget header information.
F&A and Pricing Setup	GM_BUD_FA	Click the F&A and Pricing Setup link on the Budgets page.	Set up F&A rates for your institution, sponsor, and budget.
Resources	GM_PROPOSAL_RES	Grants, Proposals, Maintain Proposal, Resources	Maintain information about each resource for a proposal project. These resources are used by Research or Workflow
Vendor Details	GM_PROP_VNDR_SP	Click the Get Agreement Details button on the Resources page.	Enter subrecipient details.
Subrecipient Location	GM_PROP_VND_LOC_SP	Click the Get Location Details button on the Resources page.	Enter subrecipient location and address information.
Subrecipient Contact	GM_PROP_VND_CNT_SP	Click the Get Contact Details button on the Resources page.	Enter subrecipient contact information.
Subrecipient Budget	GM_PROP_VND_BUD	Click the Vendor Budget button on the Resources page.	Enter subrecipient budget information.
Professional Details	GM_PROP_PROF_DT_SP	Click the Details button on the Resources page.	Enter professional details about the resource.
Proposal Professional Address	GM_ADDR_DTL_DSP_SP	Click the Address link on the Professional Details page.	View address information.
Proposal Professional Education	GM_PROP_PROF_ED_SP	Click the Education link on the Professional Details page.	View educational information.
Proposal Professional Job	GM_PROP_PROF_JB_SP	Click the Job link on the Professional Details page.	View job information.
Proposal Professional Work Experience	GM_PROP_PROF_WE_SP	Click the Experience link on the Professional Details page.	View work experience information.
Professional Advisor/Advisee	GM_PROP_PROF_AA_SP	Click the Advisor/Advisee link on the Professional Details page.	View advisor and advisee relationships.
Professional Memberships	GM_PROP_PROF_MB_SP	Click the Membership/Association link on the Professional Details page.	View memberships and associations.
Professional Honor/Awards	GM_PROP_PROF_HA_SP	Click the Honor/Award link on the Professional Details page.	View honors and awards.

Page Name	Object Name	Navigation	Usage
Professional Collaborations	GM_PROP_PROF_CB_SP	Click the Collaboration link on the Professional Details page.	view persons who have collaborated with the professional.
Professional Publications	GM_PROP_PROF_PB_SP	Click the Publication link on the Professional Details page.	View the professional's publications.
Professional Pending Support	GM_PROP_PROF_OP_SP	Click the Pending Support link on the Professional Details page.	View pending support.
Professional Ongoing Support	GM_PROP_PROF_OA_SP	Click the Ongoing Support link on the Professional Details page.	View ongoing support.
Professional Completed Support	GM_PROP_PROF_OC_SP	Click the Completed Support link on the Professional Details page.	View completed support.
Certification	GM_PROP_CERT	Grants, Proposals, Maintain Proposal, Certification	Maintain all relevant proposal-specific certifications and enter multiple certifications for each proposal project.
Comments	GM_PROP_CERT_SEC2	Click the Comments button on the Certification page.	Enter comments about the certification.
Reports	GM_PROP_J_REPT	Grants, Proposals, Maintain Proposal, Reports	Set up Grants report types for a proposal project.
Attachments	GM_PROP_DOC1	Grants, Proposals, Maintain Proposal, Attachments	Create attachments for the proposal project.
Location	GM_PROP_J_LOCATION	Grants, Proposals, Maintain Proposal, Location	Select a location for a subrecipient.
Protocols	GM_PROP_PRJ_PCL	Grants, Proposals, Maintain Proposal, Protocols	Select a protocol to associate with the project.
Component	GM_PROP_COMPONENT	Grants, Proposals, Maintain Proposal, Component	Enter component information.
Component Stakeholder	GM_PROP_COMP_STK	Click the Stakeholder link on the Component page.	Enter the names and roles of stakeholders.
Component Approval Hierarchy/Option	GM_PROP_COMP_APP	Click the Approval Hierarchy link on the Component page.	This is a display only page. all informations display on the page come from the BU Workflow Approval/Notification Setup page. It shows the approval rules that were set up for the current component.

Page Name	Object Name	Navigation	Usage
Component Approval Status/History	GM_PROP_APP_HISTY	Click the Approval Status/History link on the Component page.	View the component approval history.
Setup Level	GM_PROP_LVL_SETUP	Grants, Proposals, Maintain Proposal, Setup Level	Establish the setting levels as <i>Primary Project</i> or <i>All Projects</i> for certifications, department credits, professional credits, resources, subrecipients, and components. All values default from Award setup and BU Definition pages. You can overwrite the value in Proposal level.
Key Words	GM_PROP_KEYWORD	Grants, Proposals, Maintain Proposal, Key Words	Link key words to a proposal and its projects.
Proposal Component Approval/Submit	GM_COMP_APPROVAL	Grants, Proposals, Proposal Component Approval	Submit or approve a Proposal/workitem. Grants super user can use this page to monitor, approve, review, and/or submit all the workitems.

Establishing Proposal-Specific Details

Access the Proposal page.

Proposal
Projects
Budgets
Resources
Certifications
Reports
Attachments

Proposal ID: CON000000000024 **Version ID:** V1

Description: **Currency:** USD Add to My Proposals

***Title:** [Description](#)

***PI ID:** Schumacher, Kenneth

***Sponsor ID:** National Institute of Health

Purpose:

***Proposal Type:** New

CFDA:

Confidence %: ●

Status

***Proposal Status:** Draft

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

Facilities & Admin Requested

Foreign Application/Component

NIH Modular Grant

[Due By](#) [Budget Express](#) [Additional Information](#)

***Start Date:** ***End Date:** **No. Periods:** Build Periods

Budget Periods				Customize Find	First	1-5 of 5	Last
Period	*Start Date	*End Date	Target Sponsor Budget				
1	<input type="text" value="10/01/2004"/>	<input type="text" value="09/30/2005"/>	100,000.00	+	-		
2	<input type="text" value="10/01/2005"/>	<input type="text" value="09/30/2006"/>	100,000.00	+	-		
3	<input type="text" value="10/01/2006"/>	<input type="text" value="09/30/2007"/>	100,000.00	+	-		
4	<input type="text" value="10/01/2007"/>	<input type="text" value="09/30/2008"/>	100,000.00	+	-		
5	<input type="text" value="10/01/2008"/>	<input type="text" value="09/30/2009"/>	100,000.00	+	-		

Proposal 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.
- Add to My Proposals** Click to add to your My Proposal list.
- Description** Enter a brief version name. If you leave this field blank, the entry in the Title field appears by default. The system uses this title in the award generation process to name the award. The name of the generated post-award project comes from the proposal project short title.
- Start Approval Process** Click to start the approval process. This option is available only if the proposal status is draft and workflow is active.
- Title** Enter a short title for the proposal. The project title appears by default as the proposal title for all projects that are created with no short titles. When you navigate to the Project page, the short Title field is already populated with data. Also use the title as an alternate search option on the Search page to access the Proposal page.

Description	Click to access the Description page to enter a description of the proposal.
PI ID (principal investigator ID)	Select the principal investigator’s ID.
Sponsor ID	Select the ID of the organization that is sponsoring the research.
Purpose	Select a proposal purpose from a list of entries that are defined by the institution.
Proposal Type	Select a proposal type from available options.
CFDA (catalog of federal domestic assistance)	Enter the CFDA number that is related to the proposal. There is a prompt table delivered which can be populated with the values to be used. (Optional)
Confidence %	Enter a number between 1 through 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.
Due By	Click to access the Due By page. Enter due date and time information for the proposal.
Budget Express	Click to access the Budget Express page. Enter budget amounts for the proposal.
Additional Information	Click to access the Additional Information page. Enter additional information for the proposal.
Facilities & Admin Requested (facilities and administration requested)	Select to indicate that the institution is requesting indirect cost recovery. The system automatically selects the corresponding box on form PHS 398, page II, section 3.
	<hr/> Note. If you leave this option cleared, the associated check box is cleared on form PHS 398. The system resets the F&A amounts in the budget to zero and deletes the F&A rates. F&A rates are set up within the Budget component; they are key to computing F&A amounts. <hr/>
Foreign Application/Component	Select to choose the corresponding check box on form PHS 398, page II.
NIH Modular Grant (National Institutes of Health modular grant)	Select to designate that the proposal as an NIH modular grant.
Template Proposal	Select to create a template proposal. This option is available only when you first create the proposal. You can use the template to create new proposals based on information in the template which you can edit.
Start Date and End Date	Select the start and end dates for the proposal. The system automatically creates the overall budget with the same dates.

Note. To change the dates on the Proposal page after you quit the date fields, update the overall budget date range first so that the dates remain synchronized. If you make a mistake, continue entering information, and then change the overall budget before returning to the Proposal page to make the correction.

See [Chapter 8, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets, page 198.](#)

No. Periods (number of periods)

Enter the number of periods for the budget.

Build Periods

Click to build the budget periods for the proposal.

Note. After you click the Build Periods button, the following fields become unavailable: Proposal Start and End Date, Number of Periods, and the Build Periods button. These fields are available only if there are no rows in the Budget Period grid of a proposal. Also, the system computes the end date of the proposal when you enter a new row in the Budget Period grid. Proposal Start Date and End Date always equal to the Minimum Start Date and Maximum End Date of the Proposal Budget Period grid.

Status

Proposal Status

Select from these values:

- *Accepted Award*
- *Awarded*
- *Award Pending*
- *Declined by Sponsor*
- *Discontinued*
- *Draft*
- *Institution Approved*
- *Not Funded*
- *Pending Approval*
- *Pending Funding*
- *Refused by Institution*
- *Submitted*
- *Withdrawn*

Submit Status

Select *Submit* or *Unsubmit*. If proposal approval workflow is active, you can only submit the proposal after the proposal status is institution approved. If not, then you can submit the proposal at any status. You cannot change or modify the proposal after it is submitted. If the proposal is submitted, you have the option to unsubmit it.

Generate Status

Displays the status of the proposal in the generate process. Values include *Created*, *Pre-spending*, and *Not Creatd*.

In Approval Process Selected when the Proposal Status is *Pending Approval* and the proposal is in the approval process. It is deselected when the proposal completes the approval process.

Budget Periods

When you first create a proposal as *Draft*, the Budget Period grid contains blank start and end dates. When you enter the proposal start and end dates, enter a value in No. Periods, and click the Build Periods button, the system automatically inserts a row into the grid for each period. The first period start date and the last period end date are supplied by default from the proposal start and end dates. After you enter and save the budget details on the Budget Detail page the Target Sponsor Budget reflects the budget for each period. The Target Sponsor Budget amount displayed below the grid reflects the sum of all budget periods.

To re-initiate the build periods process, delete all rows in the grid to reactivate the Build Periods button.

Note. You can only re-initiate the process prior to saving the proposal. After you save the page, the numbers in the Period column of the grid become links to the Budgets page. If you copied a proposal, you can change the dates in this grid.

Target Sponsor Budget Each line of the grid represents the sum of all budgets of all the projects under this proposal for a particular period.

Entering a Due Date and Time for a Proposal

Access the Due By page.

Due By

Proposal ID:	CON000000000024	Version ID:	V1
Description:	Insulin in Mice	Currency:	USD

Budget Express

Due By: <input type="text" value="Postmark"/>	Due Date: <input type="text" value="08/13/2005"/>
Due Time: <input type="text" value="1300"/>	Due Timezone: <input type="text" value="PST"/>

Due By page

Budget Express

Due By Select whether the proposal due date criteria is set by the postmark or by the receipt of the proposal.

Due Date Enter the date on which the proposal is due.

Due Time Enter the time when the proposal is due.

Due Time Zone Select the time zone in which the due date and time are set.

Entering Budget Express Information for a Proposal

Access the Budget Express page.

Budget Express

Proposal ID: CON000000000024 **Version ID:** V1

Description: Initial Draft **Currency:** USD

Budget Express

Direct - Personnel Cost:

Direct - Non Personnel Cost:

Total FA Budget:

Total Budget:

Budget Express page

Enter the budget numbers in the appropriate fields. The data that you enter on this page is for informational purposes only. It has no downstream processing implications.

Entering Additional Information for a Proposal

Access the Additional Information page.

Additional Information

Proposal ID: CON000000000024 **Version ID:** V1

Description: Insulin in Mice **Currency:** USD

Additional Information Find | View All First 1 of 1 Last

***Type:** Related Proposals

Comments: Differential regulation of GLUT1 and GLUT4 glucose transporters in skeletal muscle of a new model of type II diabetes.

Additional Information page

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:

- *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 the Compliance with Inst. Policy check box to indicate the conflict complies with the institution's policy. Select the Review Completed check box and enter the approval date to indicate you completed the review. You can select either or both check boxes.
- *Cost Sharing*

Indicate whether cost sharing is required by sponsor, who approved it, 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.
- *Major Goals*

Enter comments.
- *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 pre-award 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 is 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.

Adding or Updating Projects That Are Associated with a Proposal

Access the Projects page.

Proposal ID: CON0000000000024 **Version ID:** V1
Description: Insulin in Mice **Currency:** USD

Proposal Projects Find | View All First 1 of 1 Last

Project ID: 000000000000159 **Primary**

***Title:** Insulin Levels in Diabetic Mice [Description](#)

***Department:** Engineering **Dept Contact:** Angelini, Gina

***Subdivision:** Biology Department **Dept Rep:** Schumacher, Kenneth

***Institution:** PeopleSoft University [Department Administrator](#) [Department Credit](#)

SPO: Sponsor SPO1
Projects
Office 1 **SPO Contact:** Grafton, Ken

F & A Distribution			
*Department	Location	Percent Share	
Engineering	EGV05	100.00	+ -

Percent share total all projects: 100.00

Go To: [Location](#) [Protocols](#) [Component](#) [Settings](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) Return To: [My Proposals](#)

Projects page

You can associate multiple projects with each proposal. Because the system uses a one-to-many relationship for proposals and projects, you can establish a separate project profile even in cases in which only one project is in a proposal.

Proposal Projects

- Project ID** Displays the Project ID which you can edit. When you first create a draft proposal the system automatically creates the first project and budget header with ID of *Next_1*.
- Primary** Select to indicate that this is the primary project in the proposal.
- Title** Displays the proposal title which you can change.
- Description** Click to enter a long description for the project.
- Department** Displays the Department value derived from the PI on the Proposal page. From the Department value, all other values on the Project page can be supplied by default.
- Dept. Contact**(department contact) Select the name of the individual who is the department contact. Only the people who were added as department contacts in the Department Contact setup page will be listed on the prompt table.

Subdivision	Select the department subdivision. This is supplied from the department setup. The user should not change the value.
Dept Rep (department representative)	Select the name of the department representative.
Institution	Select the name of the institution that is associated with the project that is supplied from the department setup. The user should not change the value.
Other Contacts	Click to view the name of the department administrator, department head and Institution Officer who are associated with the project.
Department Credit	Click to enter the departmental credit percentages. The Total credit percentage should not exceed 100 percent.
SPO (sponsored projects office)	Displays the sponsored projects office associated with the department. This value comes from the Department-General Information (Grants, Departments, General Information) page.
SPO Contact (sponsored projects office contact)	Displays the name of the projects office contact of the sponsor. The SPO contact receives the Approval work item or email notification during the approval process. This value comes from the SPO General Information (Grants, Sponsored Projects Offices, General Information) page.

F&A Distribution

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.
Location	Displays the location code that is associated with the department.
Comment	Click to add comments to explain departmental collaborations.
Percent Shared	Enter the respective percentage share for each department that is included in the project. The total percentage must equal 100 percent.
Percent share total all projects	Indicates the percentage of the total that is shared by all the projects.

Viewing Department Administrator Information

Access the Department Administrator page.

Department Administrator

Department: Engineering

Department Administrator		Customize	Find	First	1 of 1	Last
Name						
Matheson,Karena						

Department Head		Customize	Find	First	1 of 1	Last
Name						
Sevilla,Maria						

Institution: PeopleSoft University

Approving Authority Detail		Customize	Find	First	1 of 1	Last
Name						
Young,Susan						

Department Administrator page

View the department administrator and head. The Department Contact page supplies this information. You can also view the Institution Contact. The Institution Page supplies this information

Entering Departmental Credit Percentages

Access the Departmental Credit Percentage page.

Departmental Credit Percentage

Details		Customize	Find	First	1 of 1	Last
*Department	Credit %					
Department 1	18					

Departmental Credit Percentage page

Enter each department’s percentage of credit for the project. If you want to capture departmental credit at the award level, you do not need to create another project to store the departmental credit. The system creates an identical table, entered by the project ID and department ID, on the Post Award side. Enter the departmental credit percentages on this page.

Note. If you select *Primary Project* at the setup level you can add, delete, and modify the Department Credit only at the Primary Project level.

Entering Budget Header Data

Access the Budgets page.

Proposal Projects **Budgets** Resources Certifications Reports Attachments

Proposal ID: CON0000000000024 **Version ID:** V1
Description: Initial Draft **Currency:** USD

Proposal Project Find | View All First 1 of 1 Last

Project ID: 0000000000000159 **Title:** The effects of insulin on laboratory rats

Budget Header Find | View All First 1 of 1 Last

Budget ID: ONE **Description:** Budget for proposal
Start Date: 10/01/2004 **End Date:** 09/30/2009 **Include in Proposal**

Budget Period			
Period	Start Date	End Date	Amount
1	10/01/2004	09/30/2005	100,000.00
2	10/01/2005	09/30/2006	100,000.00
3	10/01/2006	09/30/2007	100,000.00
4	10/01/2007	09/30/2008	100,000.00
5	10/01/2008	09/30/2009	100,000.00

[F & A and Pricing Setup](#) **Total:** 500,000.00

Budgets page

Budget Header

- Budget ID** Default Budget ID comes from Installation Page for Grants. This default is not at the Business Unit level. The budget ID is *NEXT* when you are adding a new value.
- Description** Displays the proposal title description which you can change.
- Start Date and End Date** Displays the start and end dates that you entered on the Projects page.
- Include in Proposal** Select to include the budget header data in the proposal.
- F&A and Pricing Setup** Click to access the F&A and Pricing Setup page. Enter F&A setup for the institution, sponsor, and budget.
- Total** Displays the grand total for all budget periods within a project.

Budget Period

- Period** Displays the budget periods. Click a period number to access the Budget Detail page and see budget detail for the period. The periods are the same as on the Proposal page. Budget Period, Start and End Date and Amounts on this grid are display only.
- Start Date and End Date** Displays the start and end dates that you selected for the budget periods on the Proposal page.
- Amount** Displays the total amount from the Budget Detail page.

Setting Up F&A and Pricing

Access the F&A and Pricing Setup page.

F & A and Pricing Setup

Proposal ID: CON000000000024	Version ID: V1
Description: The effects of insulin on laboratory rats	Budget ID: ONE
	Project ID: 000000000000159

Institution Minus Funded

 Sponsor Minus Funded

Contracts Related

***Pricing Method:** As Incur

 Rate Set:

***Product:** GRANTS_REIMBURSAB

F&A Set Up
Find | View All First ◀ 1 of 1 ▶ Last

***Rate Type:** ONC On Campus
+ -

Institution

FA Base: MTDC Modified Total Direct Costs

Institution Rates		Find View All	First ◀ 1-2 of 2 ▶ Last
Effective Date: 07/01/2005	FA Rate %: 50.00		
Effective Date: 07/01/2001	FA Rate %: 40.00		

Sponsor

FA Base: MTDC Modified Total Direct Costs

Sponsor Rates		Find View All	First ◀ 1 of 1 ▶ Last
Effective Date:	FA Rate %:		

Budget

FA Base: MTDC Modified Total Direct Costs

Budget Rates		Find View All	First ◀ 1-2 of 2 ▶ Last
*Effective Date: 07/01/2005 B1	FA Rate %: 50.00 + -		
*Effective Date: 07/01/2001 B1	FA Rate %: 40.00 + -		

F&A and Pricing Setup page

Institution Minus Funded Select to use the institution’s F&A rate for calculating the cost-sharing F&A.

Sponsor Minus Funded Select to use the sponsor’s F&A rate for calculating the cost-sharing F&A.

Contracts Related

Pricing Method Select either *As Incur* or *Fixed* to indicate the type of contract. Because fixed-fee and rate-based are by activity, rate-based activities can be on separate contract lines as the Product value that you select is from a prompt table. Different product IDs force different contract lines.

Rate Set The system displays the rate set that is associated with the project .

Product Select the product for the contract line. You can identify a distinct product within each activity. A product is a contractual obligation for products and services that you provide to your customers. In Contracts, you define a standard set of products; associate them with a set of attributes including

pricing structure (as incurred or fixed fee), tax parameters, and accounting information; and then use the products in your contracts.

F&A Set Up

Select the F&A rate type that you want and the F&A base to which the rate is applied for the institution, sponsor, and budget. The system applies rates to the sum of the budget categories that belong to the selected F&A bases. You can insert multiple rate types for one budget ID. If the F&A base types have overlapping budget categories, the system displays a warning message.

Rate Type Select a rate type. F&A rate types are associated with sponsors, institutions, proposals, or awards. Rate types include On Campus, Off Campus, or others as identified by the institution.

FA Base (facilities and administration base) Select an FA base rate for the institution, the sponsor, and the funded amount.

FA Rate % (facilities and administration rate percentage) Enter the F&A Rate percentages here that will be used to compute the sponsor F&A, institution F&A on the Budget Detail page (GM_BUD_LINE_SUM).

Maintaining Information About Each Resource for a Proposal Project

Access the Resources page.

Resources page

Note. This page uses NIH (National Institute of Health) resource types and draws from a control table in which you can add as many resource types as you need.

Note. If you select *Primary Project* at the setup level you can add, delete, and modify the Resource, Subrecipient, or Professional Credit only at the Primary Project level.

Resource

Type Select a resource type. The system-delivered resource types include *Laboratory, Clinical, Animal, Computer, Office, Other, Major Equipment, Other Resources (NSF Specific), and Other Resources.*

Note. These resource types map directly to PHS 398, page HH. You cannot change the key values for these resource types without affecting the printing of the various proposal forms.

The following is a list of resource type codes:

Resource Type Code	Description	Proposal Form	Page	Form	Page
LABOR	Laboratory	PHS 398	HH	NIHMOD	HH
CLINI	Clinical	PHS 398	HH	NIHMOD	HH
ANIMA	Animal	PHS 398	HH	NIHMOD	HH
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

Subrecipient Select the subrecipient whom you want to add to the proposal.

Professional

Research Select to map the professional to the appropriate form. Selecting this option also distinguishes the research team administratively from individuals who related to the proposal creations. Select this field if listing a person whose name appears on the form and is part of the project team during the project

generation process. Clear this field if listing a person only for workflow approval process.

Employee ID

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

Name

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

Note. The name of the PI immediately appears by default in existing projects when you enter the name of the PI on the Proposal page. This occurs only in projects that have a blank grid for professionals. PI row-level security is used for professionals with a role type of *PI* in the proposal professional resources.

Role

Select the professional's role in the project. We deliver a list of Roles as system data. You can add new roles. Values include:

- Authorized Personnel
- Co-Mentor
- Co-PI
- Department Head
- Key Personnel
- Mentor
- Other
- Principal Investigator
- Senior Staff

Credit %

Enter the internal individual credit. The sum of the credit percent on all the rows cannot exceed 100 percent.

Workflow Eligible

Select to indicate whether the professional is eligible to receive workflow. The selection defaults from the professional's personal data.

See Also

[Chapter 6, "Setting Up and Maintaining Grants Information," Maintaining Subrecipients, page 136](#)

Entering Agreement Details for Subrecipients

Access the Vendor Details page.

Vendor Details

Vendor ID: BLG0000081 Avocats Conseils Associes

Agreement Category:

From: **To:**

Subrecipient Status:

Method Chosen:

Information Find | View All First 1 of 1 Last

Required Deliverables: + -

Comments Find | View All First 1 of 1 Last

Type **Comments**

Vendor Details page

Enter details regarding the agreement with the subrecipient.

Agreement Category Select an agreement category. Values include:

- Cost Reimb
- FP Fee
- Fixed Price
- N/A
- Other

Subrecipient Status Select a status. Values include:

- Full Exec
- Holding
- Not Accept
- Not Award
- Other
- Pending
- Terminated

Method Chosen Enter information into this open text field. You can enter the method used to select the subrecipient or spell out payment procedures for the subrecipient. You can define this field any way that you want.

Type Select a type. Values include:

- Justification
- Other

- Restrictions
- Statement of Work
- Terms & Conditions

Entering Budget Information for Subrecipients

Access the Subrecipient Budget page.

Subrecipient Budget

Subrecipient ID: BLG0000081

Name: Avocats Conseils Associes

Third Party Amount:

Customize Find		First	1 of 1	Last
	*Budget Item	Total Direct Budget		
1	ANIMAL	4500.000	+	-

Subrecipient Budget page

Third Party Amount Enter the amount of a third-party contribution, if any.

Budget Item Select the each subrecipient budget item.

Total Direct Budget Enter the total direct budget amount for each subrecipient budget item.

Adding Proposal Professional Details

Access the Professional Details page.

Professional Details

Name: Vincent,Sonya

Organization:

Project Role:

***Role Type:**

Description: Administrative Assistant

Settings

Eligible PI

First Time PI

PI Eligibility Waiver

New Personnel

More Details

Address	Advisor/Advisee	Publication	Reload All
Education	Membership/Association	Pending Support	
Job	Honor/Award	Ongoing Support	
Experience	Collaboration	Completed Support	

Additional Information Find | View All First 1 of 1 Last

***Type:**

Professional Details page

This page contains links that provide access to the professional data maintenance pages. On most of these pages, you can click Load to insert all existing information for professionals from their profiles. You can then delete specific lines or reorder the list so that the most appropriate entries for this proposal or project are at the top. This enables you to tailor the professional’s biosketch for a particular proposal.

- Organization** Displays the organization name for professionals with ID numbers and professional profiles in the system. The organization information for the individual maps to the Key Personnel section on PHS 398, page BB for individuals marked as key personnel types (*PI*, *Co-PI*, and *Key Personnel*).
- Project Role** Enter the professional’s position title for the project.
- Role Type** Select the role that the professional plays in the project. Values are *Co-PI*, *Key Pers* (key personnel), *Other*, *Authorized Person*, and *PI*.

Note. If you select *Authorized Person*, the employee can access the proposal, but the employee’s name does not print on any proposal forms.
- Eligible PI, First Time PI, PI Eligibility Waiver, and New Personnel** Select all check boxes that apply to the professional’s role in the project. If the role is *PI* or *CO-PI*, and the professional is not listed as an eligible PI in the database, select *PI Eligibility Waiver*.
- Address** Click to display the professional’s address information from the professional profile. Only one address appears for each professional.

Education	Click to associate multiple degrees with the professional. Select Include in proposal for degrees or educational accomplishments that you want included in PHS 398, page AA, section 3b. Only three degrees can be printed in section 3b.
Job	Click to associate multiple jobs (appointments) with the professional. You can select the most relevant jobs to include in the proposal.
Experience	Click to associate multiple types of experience with the professional.
Advisor/Advisee	Click to associate multiple advisees and advisors with the professional.
Membership/Association	Click to associate multiple memberships and associations with the professional.
Honor/Award	Click to associate multiple honors and awards with the professional.
Collaboration	Click to associate multiple collaborators with the professional.
Publication	Click to associate multiple publications with the professional.
Pending Support	<p>Click to link pending support information with the professional. The proposal status must be in one of the following statuses before you can load data onto the Pending Support page.</p> <ul style="list-style-type: none"> • Institution Approved • Awarded; Pending • Draft • Pending Funding • Pending Approval

Note. The system loads only proposal information into the Professional Pending Support page from proposals that are in the *Submitted* status.

Ongoing Support and Completed Support

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

Note. Grants enables you to refer to other proposals that you have entered into the system that have a status of *Pending*. You cannot enter other support data if it is not already in the system.

When you load current support information for the PI from the Resource page (GM_PROPOSAL_RES), the award must have the 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 appears only 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 Grants Information," Setting Up and Maintaining Professional Data, page 122](#)

Maintaining Proposal-Specific Certifications

Access the Certification page.

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 values that appear on this page are based on the PI and the institution associated with that PI that you select on the Proposal page.

Note. If you select *Primary Project* at the setup level you can add, delete, and modify the Certification only at the Primary Project level.

Certification Code

Select the certification codes that are 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.*

Certification Date	Select the certification date for each code.
Indicator	Select the certification indicator. Values are <i>N/A</i> , <i>No</i> , <i>Pending</i> , and <i>Yes</i> .
Certified By	Select the name of the person who authorized the certification.
Approval Date	Select the date on which the certification was approved.
Expiration Date	Select the date on which the certification expires. The generate process brings this date forward to the award based.
Assurance Number	Enter the assurance number that is associated with the certification.
Exemption Number	Enter the exemption number that is associated with the certification.
Review and Status	
Full Review and Expedited Review	Select one or both of these check boxes to indicate that the certification has been reviewed. These check boxes apply only to the values of <i>Animal Care</i> and <i>Human Subjects</i> . You can, however, select them for other types of certifications.
Changed Since Prev Submission (changed since previous submission)	Select to indicate whether any changes have been made since the previous submission. This field applies to inventions and patents (INVPT) only.
Previously Reported	Select to indicate that the certification has been previously reported. This field applies to <i>INVPT</i> (inventions and patents) certification code only.
Add Comments	Click this button to add comments.

Setting Up Grants Report Types for a Proposal Project

Access the Reports page.

Proposal	Projects	Budgets	Resources	Certification	Reports	Attachments
Proposal ID:	CON0000000000024			Version ID:	V1	
Description:	Insulin in Mice					
Proposal Project Find View All First 1 of 1 Last						
Project ID:	000000000000159			Title:	Insulin Levels in Diabetic Mice	
Report Find View All First 1 of 1 Last						
*Type:	Abstract			+ -		
Comments:	<div style="border: 1px solid gray; height: 30px;"></div>					
Go To: Location Protocols Component Settings Keywords Gender & Minority Study Trainee						

Reports page

Type and Comments

Select a report type, and then add any comments about the report. You can add rows to enter additional report types. Values include *Abstract*, *Major Goals*, and *Progress Report Summary*.

Comments associated with the *Abstract* and *Major Goals* report types appear in the description box on the PHS 398 proposal form.

Linking Documents to a Proposal Project

Access the Attachments page.

Proposal	Projects	Budgets	Resources	Certification	Reports	Attachments
Proposal ID:	CON0000000000024			Version ID:	V1	
Description:	Insulin in Mice					
Proposal Project Find View All First 1 of 1 Last						
Project ID:	000000000000159			Title:	Insulin Levels in Diabetic Mice	
Attachment Customize Find First 1 of 1 Last						
Requests	Attached File			+ -		
1				+ -		
Go To: Location Protocols Component Settings Keywords Gender & Minority Study Trainee						

Attachments page

This page helps you keep track of documents the researchers prepare, such as statements of objectives and methods, budgets, and personnel information. You can attach multiple documents to the proposal.



Click the Add Attachment button to attach a document to the proposal.

Note. The system does not track changes to external documents. Freezing a proposal does not freeze external documents associated with the proposal.

Browse

Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button.

Upload

Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button.



Click the Delete Attachment button to delete a document. This button appears only after you attach a document to the page.



Click the View Attachment button to view the attachment. This button appears only after you attach a document to the page.

Maintaining Address Information for Each Project Within a Research Proposal

Access the Location page.

Proposal	Projects	Budgets	Resources	Certification	Reports	Attachments	Location
Proposal ID:	CON000000000024		Version ID:	V1			
Description:	Initial Draft						
Proposal Project Find View All First 1 of 1 Last							
Project ID:	00000000000159		Title:	The effects of insulin on laboratory rats			
Location Find View All First 1 of 1 Last							
Location:	EGV05	Description:	EGV05 - Miami, FL		<input type="checkbox"/> Foreign		
Country:	USA	United States		Phone:			
Address 1:	4908 Creekwood Dr			Ext:			
Address 2:							
Address 3:							
City:	Miami			Fax:			
County:			Postal:				
State:	FL	Florida					
Go To: Location Protocols Component Settings Keywords Gender & Minority Study Trainee							

Location page

This page stores address information for each project within a research proposal as well as information concerning where the research for a project is conducted. This information maps to page BB on the PHS 398 form as performance sites.

Location Select a code to display the information from the location control table. When you select a site, the system populates the address information fields. You can also add new locations and enter information in the specific address and phone fields.

Foreign Select to indicate that this location is outside the country of the institution.

Entering Protocols

Access the Protocols page.

Protocols page

Select a protocol from the Protocol ID field to associate a protocol with a proposal. The protocol status must be Draft, Pending, Returned, or Approved for it to be selected.

Tracking the Status of Proposal Components

Access the Component page

Component page

Each proposal can have multiple components. The Workflow component approval setup determines the Component Detail rows. You can program the Proposal Component to add to or delete from the proposal project automatically or manually, depending on the criteria that you set up in Proposal Component Approval rules. You establish these rules in the Common Workflow Approval/Notification Setup page. The component is added to the project if the criteria is entered or deleted; or if the proposal, project, or budget is updated, and criteria is no longer true. You cannot delete any Proposal component that was added programmatically. You can add or delete a Proposal component manually for an additional approval process.

Note. If you select *Primary Project* at the setup level you can add, delete, and modify the Component only at the Primary Project level.

Component

Select the name of the component. This is a user-defined value. It defines those values that are in Set Up Financials/Supply Chain→ Product Related → Grants → Proposals Components navigation.



Click the Add Component button to add new components.

Status

Select a status for each proposal component. If Proposal workflow is active this field is display only. The workflow process drives the component status. Values are *Approved, Assigned, Draft, Finished, In Progress, Not Approved, and Send Back*.

Required Flag

Select to indicate whether the component is required. All components that are added by program are set to Required. All required components must be approved before Proposal is approved.

Stakeholders

Click to select a stakeholder who is an employee of the institution.

Approval Info

Component	Select the name of the component. Values include and <i>Research</i> .
Approval Hierarchy	Click to view roles in the approval process. All information in this page is display-only. Values displayed on this page are from the Common Workflow Approval/Notification Setup page.
Approval Status/History	Click to view the current approval process and its history.
Submit	This button is active if the component status is <i>Send back</i> and the current user has the role of Approver Initiator or Grants Super User, or if the component is added after the approval workflow has started. You can click the Submit button to submit current component or click the Submit button on the project level which will submit all the components within the project for approval.

See Also

[Appendix E, “Grants Reports and Forms,” page 363](#)

Entering Component Stakeholders

Access the Component Stakeholder page.

Component Stakeholder

Component: RESEARCH

Stakeholders							Customize	Find	First	1 of 1	Last
	Stakeholder	Workflow Eligible	Role	Department	Description						
1	Angelini, Gina	<input checked="" type="checkbox"/>	Reasearch/Admin	14000	Administration	+	-				

Component Stakeholder page

Enter multiple stakeholders for each Proposal component. The stakeholder bears responsibility for reviewing each component.

Stakeholders

Stakeholder	Select the name of the stakeholder.
Workflow Eligible	Select this option if the stakeholder is eligible to receive workflow items.
Role	Enter a role—such as <i>PI</i> , <i>Co-PI</i> , <i>Department Chair</i> , or <i>Technician</i> —for each stakeholder.
Department and Description	Information in these fields appears by default from the department contact table, which stores the relationship between professionals and their associated departments.

Note. Components are user-defined, so you can track items that have not been delivered as part of system data. The data that PeopleSoft provides in this documentation represents examples only. You can also use components to implement configured workflow processes.

Reviewing Component Approval Hierarchy

Access the Component Approval Hierarchy/Option page.

Component Approval Hierarchy/Option

Component: RESEARCH

Workflow Approval Actions

Notify When Status Changed **Self Approval**

Approval Initiator Role:

Approval System Administrator:

Routing Roles						
Role	Required	Perform Action	Workflow Action	Sequence	Pool List	Reassign
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Component Approval Hierarchy/Option page

View the roles that are related to the approval process. Information on this page is display-only and cannot be modified. Information on this page is viewed from the common workflow Approval/Notification Setup page.

See [Chapter 3, “Defining Your Operational Structure,” Setting Up the Approval and Notification Process, page 27.](#)

Viewing Approval Status and History

Access the Component Approval Status/History page.

Component Approval Status/History

Component: RESEARCH

***View By:** All

Component Approval History									
Last Req ID	Routing	Name	Required	Pool List	Workitem	Notification	Status	Date/Time Stamp	Comment
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Component Approval Status/History page

View By Select display options for the Component Approval History grid. Values include *All*, *Notification Only*, and *Workitem only*

Component Approval History

Last Req ID(last requested identification) Displays a system generated value field. It shows the sequence in which the system generated the workitem or notification.

Routing Displays the role of the approver/reviewer. Values may include *Originator*, *Administrator*, and *Stakeholder*.

Name Displays the name of the person who performs the action appears in this field.

Required Selected if the person is a required approver or reviewer.

- Pool List** Selected if you require only one person from this role to perform an action. The system drops the workitem from other persons in the role when one person performs an action.
- Workitem** Selected if the approver receives a worklist.
- Notification** Selected if the approver receives an email notification.
- Status** Displays the user’s action status. Values include *Submitted*, *Notified*, *Approve*, *Reassigned*, and *Send Back*. The column is empty if the user has not taken action.
- Date/Time Stamp** Displays the time and date of the action.
- Comment** Displays comments entered by the approver.

Identifying Setup Levels

Access the Setup Level page.

Setup Level page

Use this page to set up the certification, resource, department credit, subrecipient, professional credit, and component levels. The business unit setup value defaults. If you set the value at the all Projects level, then all components are submitted for approval. If you set the value at the Primary Project level, then only the components within the Primary project are submitted for the approval process.

Note. If you select *Primary Project* you can add, delete, and modify objects only at the Primary Project level. If you select *All Projects* you can add, delete, and modify objects to all the projects with the proposal.

Linking Key Words to a Proposal

Access the Keywords page.

Keywords

Proposal ID: CON0000000000024 **Version ID:** V1

Description: Insulin in Mice

Key Word Detail				
Customize Find [Grid Icon] First 1-3 of 3 Last				
	*Key Word	Description		
1	DIABETES <input type="text"/>	Diabetes	<input type="button" value="+"/>	<input type="button" value="-"/>
2	INSULIN <input type="text"/>	Insulin	<input type="button" value="+"/>	<input type="button" value="-"/>
3	DISEASE <input type="text"/>	Disease	<input type="button" value="+"/>	<input type="button" value="-"/>

Go To: [Proposal](#) [Projects](#) [Budgets](#) [Resources](#) [Certifications](#) [Reports](#) [Attachments](#) [Location](#)
[Protocols](#) [Component](#) [Settings](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#)

Keywords page

You define key words in a control record that populates during implementation. You can use these entries to track proposals by subject category (such as *cell biology*, *electrical engineering*, and *cancer*) and to link multiple science codes to a project (as required by Transaction Set 194).

Key Word Click the Look up button to select a value from the list of available key words. The PI you select on the Proposal page determines the values included on this page.

Approving a Proposal

Access the Proposal Component Approval/Submit page.

Proposal Component Approval/Submit

Proposal ID: CON0000000000028 **Business Unit:** EGV05
Version ID: [V1](#) **Proposal Status:** Pending Approval

Title: Example 1

Proposal Project	
Find View All First 1 of 1 Last	
Project: 000000000000169	Title: Example 1

Proposal Component Approval/Submit page

You can use the page to review, submit, and approve a proposal assigned to you. You access this page by clicking a worklist or by using the navigation. Grants super-users can use this page to review, submit, and approve all proposals.

The options available on this page are based on your authority or role. For example, if you are assigned to perform an approval action, you see the Approve and Send Back options as available. All other options are not available. You can also use this page to resubmit a component for approval. After you select an option, the system looks at the approval setup role and determines the next step. For example, if you are the last required approver within the current component, the component status is updated to *Approve* and if all components are approved the proposal is updated to *Institution Approved*.

Establishing 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

Continuations are mini-proposals you submit to a sponsor at the end of the first year of funding and are built the same way as proposals. They are based on awards rather than on previous proposals so they draw information from records that already exist in Grants. Continuations report information about the previous year's research, and, if you request changes from the original proposal, forecast expectations for the upcoming year of funding.

You use the Gender and Minority Study and Trainee pages in the Proposal component only in continuation proposals associated with Department of Health and Human Services (DHHS) grants.

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

When you create a continuation, the system retrieves key information from the original award, such as PI, PI name, short title, sponsor, long description, certifications, and all project data.

The rest of the information remains in the award file to eliminate duplicate data in the award and proposal records. You must add continuation-specific information.

To create a continuation:

1. Access the Create Continuations page by choosing the Award ID you want to continue.
2. Enter a To Continuation Proposal ID field and a To Continuation Version ID field.
3. Click Create.

The system creates a new proposal ID with a proposal type of *Non-Competing Continuation*, and accesses the Proposal page.

4. Select *Unobligated Balances* as the comment type on the Additional Information page (GM_PROP_ADD_INFO) to describe unobligated balances for Continuation Form 2590.
5. Navigate through the proposal pages to complete any additional proposal requirements (professionals, budgets, and subrecipients).

Note. When you create a continuation, the system copies the *HUMAN* (human subjects), *INVPT* (inventions and patents), and *ANIMA* (vertebrate animals) continuation codes from the award to the continuation proposal.

Also, the system enables the following fields on the Certification page: Changed Since Prev Submission and Previously Reported.

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

Pages Used to Establish Non-Competing 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, Maintain Proposal, Gender and Minority Study	Document information regarding the gender and ethnic status of persons who are used in human research.
Proposal - Trainee	GM_CONT_PRJ_TRAIN	Grants, Proposals, Maintain Proposal, Trainee	Summarize information about student trainees who are participating in a continuation project.

Creating a Continuation

Access the Create Continuation page.

Create Continuation

Business Unit: EGV05

Award ID: NIH001

Proposal ID: NIH001 **To Continuation Proposal ID:**

Version ID: V1 **To Continuation Version ID:**

Budget Period: 5

Create Continuation page

Proposal ID: Displays the Proposal ID associated with the selected Award.

To Continuation Proposal ID: Enter the continuation proposal ID. Enter *NEXT* to have the system increment the Proposal ID.

- To Continuation Version ID:** Enter the continuation proposal ID.
- Budget Period** Displays the budget period.
- Create** Click Create.

Documenting a Gender and Minority Study for a Continuation Project

Access the Proposal - Gender and Minority Study page.

Gender & Minority Study

Proposal ID: NEXT **Version ID:** V1

Description:

Proposal Project Find | View All First 1 of 1 Last

Project ID: NEXT_1 **Title:**

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 1 of 1 Last

*Ethnic Type	*Gender	No. Of Subjects	New Data
Hispanic -Black/African Americ	Male	8	<input type="checkbox"/>

Proposal - Gender and Minority Study page

- Ethnic Type and Gender** Select a value to represent the subject’s ethnicity and gender. This data comes from a translate table and maps to continuation proposal forms.
- No. Of Subjects** (number of subjects) Enter the number of people who are involved in the study who match the ethnic type and gender on the grid line. This information maps to continuation proposal forms.
- New Data** Select if this is new data. All existing gender and minority information becomes old data when you create the Non-Competing Continuation proposal. If you modify this proposal and add a new gender, then that information becomes new data. The forms print process uses the presence of new data to determine whether to print this gender information on the Target/Planned Enrollment table or the Inclusion Enrollment report.
- Totals** After you enter information regarding gender and ethnicity, the system enables this button. Click to display a page that lists totals by ethnic type, race, and gender.

Summarizing Information About Student Trainees Participating in a Continuation Project

Access the Proposal - Trainee page.

Trainee

Proposal ID: NEXT **Version ID:** V1

Description:

Proposal Project Find | View All First 1 of 1 Last

Project ID: NEXT_1 **Title:**

Distribution of Trainees

Trainee Info Find | View All First 1 of 1 Last

***Student Name:** John Rodgers

Degree Earned: Ph.D. **Ethnic Type:** Black or African Am

Current Position: Associate Researcher **Gender:** Male

Go To: [Proposal](#) [Projects](#) [Budgets](#) [Resources](#) [Certifications](#) [Reports](#) [Attachments](#) [Location](#)
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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 to access an inquiry page that lists totals by ethnic type, race, and gender.

Ethnic Type and Gender Select a value to represent the student’s ethnicity and gender. This data comes from a translate table and maps to the continuation proposal forms.

Establishing Proposal Budgets

This section provides an overview of proposal budgeting and discusses how to:

- Enter detailed budget information.
- View F&A cost calculations.
- Distribute cost sharing commitments within the institution.
- Distribute cost sharing commitments by budget line detail.
- Enter budget details for personnel.
- Enter budget details for animal care.
- Enter budget details for other budget items.

Understanding Proposal Budgeting

This section discusses:

- F&A Cost Calculations.
- Overall cost sharing.
- Summary cost sharing.
- Budget line details.

F&A Cost Calculations

Here is some general information about F&A cost calculations:

- The system calculates the F&A costs for the current budget period.
To get F&A costs for each period in the entire budget, you must calculate them separately.
- The rate type, waived calculation method, and base types for the institution and sponsor appearing on this page come from the F&A Set Up page.
- If you define the sponsor F&A rate as *Same as Institution* in the sponsor F&A definition, the system makes the effective date and F&A rate percentage blank.

Also, the system 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 that are entered for each of their respective profiles.
- If the proposal requires a specific F&A rate that differs from the sponsor and institution, you can enter rates and their effective dates in the fields that are provided.
- The system sums all costs for budget items that belong to the base type that you select.

Overall Cost Sharing

Here is some general information about overall cost sharing:

- You can enter cost sharing data concerning individual lines on the lines that are on the Enter Budget Detail page.
- You can enter cost sharing information for either the institution or a third-party by budget summary line, or for the overall budget for the entire period.
- After you apply cost sharing to either the summary (overall budget) line or the detail (individual budget) line, you can apply it only at that level.

Summary Cost Sharing

Here is some general information about summary cost sharing:

- You can enter percentages or fixed dollar amounts to determine cost shares.
- For cost sharing by the institution, you must enter a department for distribution purposes.
- For cost sharing by third parties, enter the appropriate information in the lower portion of the Summary Cost Sharing page.

The system does not transfer third-party cost sharing amounts into the award setup budget.

- If you do not 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

Here is some general information about entering budget line details:

- You can enter multiple personnel budget lines for a single person or for multiple people.
- You can calculate the compensation cost for individuals with multiple appointments.
- When you select an employee who was previously entered as a professional on the Proposal Professional page, the Project Role and Role fields appear.

Other personnel information comes from multiple tables within the professional profile and includes name, job code, employee class, fringe rate type, annual salary, and fringe rate.

- The system supplies annualized salary from the individual's job record.
- The system calculates the budgeted salary based on the annualized salary and the number of months that the professional is involved with the research, along with the effort percentage for that time period and any merit increases.

A merit increase takes effect only if the merit increase date is between the start and end dates of the personnel detail line. To enter a fixed salary amount and bypass the salary calculation, use the Fixed Salary Amount field.

- The system populates the Fringe Rate field only if you have entered a fringe rate type for the individual in his or her professional profile.

The system uses the current institution's fringe rate based on the employee's fringe rate type entered in his or her profile. The system calculates the budgeted salary and fringe benefits based on the parameters that you set.

- You can enter an annual fringe amount, a fringe rate, or a fixed fringe amount.

If you enter an annual amount, the system calculates the budgeted amount based on the time period. If you enter a rate, the fringe amount is based on the calculated salary amount. If you enter a rate and an annual amount, the system calculates both and adds them together. You can also bypass all fringe calculations by entering a fixed fringe amount.

- The system tracks total budgeted amounts for all salaries and fringe amounts that you enter.

Note. Fringe, C/S, and F&A round to whole dollars.

Pages Used to Establish Proposal Budgets

Page Name	Object Name	Navigation	Usage
Enter Budget Detail	GM_BUD_LINE_SUM	Grants, Proposals, Enter Budget Detail, Enter Budget Detail	Store detailed budget information by budget item. The page divides the total funding responsibilities of the sponsor and total cost sharing between the institution and any third parties. It also displays a breakdown of direct and F&A (indirect) budget amounts.
F&A Calculation	GM_BUD_FA_PD	Click the View FA Rate link on the Enter Budget Detail page.	View the calculated budgeted and waived and cost shared amounts for the entire budget period.
Cost Share	GM_BUD_CS_SUM	Click the Cost Share link on the Line Data tab on the Enter Budget Detail page.	Distribute cost sharing commitments by budget summary line.
Personnel Detail	GM_BUD_PERS_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for the Personnel category.	Enter additional budget information concerning personnel (salary and fringe calculations).
Animal Care	GM_BUD_ANML_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for the Animal category.	Enter additional budget information concerning animal care (cages and daily rates).
Budget Detail	GM_BUD_LINE_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for a category other than Personnel or Animal.	Enter additional budget information concerning other information (equipment, travel, and so on).
Budget Line Justification	GM_BUD_JUSTIF	Click the Budget Line Justification link on the Enter Budget Detail page.	Enter justification details.

Entering Detailed Budget Information

Access the Enter Budget Detail page.

Enter Budget Detail

Proposal: CON0000000000024 **Currency:** USD
Version: V1 **Start Date:** 10/01/2004 **End Date:** 09/30/2009
Title: The effects of insulin on laboratory rats **Modular?**

Project ID: 000000000000159 **Budget Period:** 1
Budget ID: ONE **Start Date:** 10/01/2004 **End Date:** 09/30/2005 [View FA Rate](#)

Details, CostShare, Justification									
Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	PERSON	Personnel - Salary & Bene		48,000.00	48,000.00	Cost Share	<input type="checkbox"/>		
20	SUPL	Supplies		12,000.00	12,000.00	Cost Share	<input type="checkbox"/>		
25	ANIMAL	ANIMAL		5,450.00	5,450.00	Cost Share	<input type="checkbox"/>		
30	EQUIP	Equipment		18,100.00	9,050.00	Cost Share	<input checked="" type="checkbox"/>	9,050.00	

Sponsor Direct: 74,500.00 **Sponsor F&A:** 25,500.00 **Total Sponsor Budget:** 100,000.00
Institution Cost Share: 9,050.00 **Institution Cost Share F&A:** 0.00 **Total Inst C/S Budget:** 9,050.00
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 Grants and 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.

Note. In PeopleSoft 8.9, if the amount entered in the Total Direct Amount field is a whole dollar amount, then the values in the Sponsor Direct and Cost Share (if applicable) fields will also be in whole dollar amounts. If, however, you enter a fraction in the Total Direct Amount field you will get a fraction also reflected under the Sponsor Direct field. If there is cost sharing on the line, then the fraction will be allocated to the Cost Sharing column and a whole dollar amount will appear in the *Sponsor Direct* field.

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 70](#)

Viewing F&A Cost Calculations

Access the F&A Calculation page.

F&A Calculation					
Proposal Project: 000000000000159					
Budget Period: 1		Start Date: 01/13/2005		End Date: 01/12/2006	
Details Find View All First 1 of 1 Last					
Rate Type: ANIM AnimalCare		Waived FA Meth: Institution Minus Funded			
Institution Defaults Find View All First 1-2 of 2 Last					
FA Base: MTDC		Institution Rates			
Base Amount: 0.00		Eff Date		FA Rate %	
FA Amount: 0.00		07/01/2005		12.00	
		07/01/2001		10.00	
Sponsor Defaults					
FA Base: MTDC					
Base Amount: 0.00					
FA Amount: 0.00					
Budget Find View All First 1-2 of 2 Last					
FA Base: MTDC		Budget Rates			
Base Amount: 0.00		Rate_effdt		FA Rate %	
FA Amount: 0.00		07/01/2005		12.00	
Waived FA: 0.00		07/01/2001		10.00	
Budget Totals					
Sponsor FA Base: 0.00		Sponsor FA: 0.000		Waived FA: 0.00	
Institution Cost Share FA Base: 0.00		Institution Cost Share FA: 0.000			

F&A Calculation page

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

Budget Period: 1 **Start Date:** 01/13/2005 **End Date:** 01/12/2006

Overall Cost Sharing

Total Direct: 2,000.000 **Cost Share Percent:** 100.00

Sponsor Direct: 0.000 **Cost Share Direct:** 2,000.000

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last

*Department 1 Department 1 C/S Pct 100.00 C/S Direct: 2000.000

Third Party Find | View All First 1 of 1 Last

Description C/S Pct C/S Direct:

Distribution Totals: 100.00 2,000.000

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.

Cost Share

Budget Period: 1 **Start Date:** 01/13/2005 **End Date:** 01/12/2006
Budget Line Number: 10 **Budget Item:**

Cost Sharing

Total Direct: **Cost Share Percent:** 0.00
Sponsor Direct: 0.00 **Cost Share Direct:** 0.00

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last

*Department C/S Pct C/S Direct + -

Third Party Find | View All First 1 of 1 Last

Description C/S Pct C/S Direct + -

Distribution Totals: 0.00 0.00

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 that is associated with the overall budget.

Entering Budget Details for Personnel

Access the Personnel Detail page.

Personnel Detail			
Budget Period	1	Start Date	01/13/2005
		End Date	01/12/2006
Budget Line Number:	20	Budget Item:	PERSON Personnel - Salary & Benefits
Details Find View All First 1 of 1 Last			
Row No:	1		
Name:	Vincent, Sonya	ID:	KU0010
Role:	Principle PI Investigator	Job Code:	KU051 Administrative Assistant
		Rate Type:	Regular
Appointment Type:	<input type="checkbox"/> Calendar	<input type="checkbox"/> Academic	<input type="checkbox"/> Summer
Start Date:	01/13/2005	End Date	01/12/2006
		Months:	12.000
		Effort Pct:	100.00
Cost of Living	5.00	Date:	01/01/1900
Increase Pct:		Date:	
Merit Increase Pct:		Date:	
Salary		Fringe	
Annualized Salary:	40,000.00	Annual Fringe Amt:	
Fixed Salary Amt:		Fringe Rate:	20.00
Budget Salary:	40,000.00	Fixed Fringe Amt:	
		Budget Fringe:	8,000.00
Total Salary:	40,000.00	Total Fringe:	8,000.00
		Avg Effort Pct:	100.00

Personnel Detail page

To enter personnel budget details, enter or select information concerning appointment type, start and end dates, cost of living and merit increase percentages, salary, and fringe rates. Then click OK.

Entering Budget Details for Animal Care

Access the Animal Care page.

Animal Care

Budget Period: 1 **Start Date:** 01/13/2005 **End Date:** 01/12/2006

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

Scroll Area Find | View All First ◀ 1 of 1 ▶ Last

Description: + -

Number of Animals:

Animals per Cage:

Number of Cages: 5

Total Days:

First Day Charge:

Subsequent Day Charge:

Total Direct: 27,175.00

Total Direct Budget: 27,175.00

Animal Care page

To enter budget details for animal care:

1. Enter a description, the number of animals, and number of animals per cage.
2. Enter the days elapsed, the amount charged for the first day of care or boarding, and the amount charged for subsequent days of care or boarding.

When you move the cursor to a new field, the system calculates total animal care costs based on the information that you entered.

3. Click OK.

Entering Budget Details for Other Budget Items

Access the Budget Detail page.

Budget Detail

Budget Period: 1 **Start Date:** 01/13/2005 **End Date:** 01/12/2006
Budget Line Number: 30 **Budget Item:** OTHER Other Expenses

Customize Find View All First 1 of 1 Last						
Description	Total Direct	Start Date	End Date	Quantity	Unit Cost	
	0.00	01/13/2005	01/12/2006			+ -

Total Direct Budget: 0.00

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

This section discusses how to submit a proposal and discusses how to:

- Submit a proposal.
- Designate an official for a proposal submission.

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 configure its security options for approving and submitting proposals.
Proposal - Official	GM_PROP_SUBMIS_OFF	Grants, Proposals, Submit Proposal, Official	Store information regarding officials for a proposal submission. This is separate from the proposal pages to enable different security to operate for institution officials.

Submitting a Proposal

Access the Proposal - Submission page.

Submission
Official

Proposal ID: CON000000000024

Version ID: [V1](#)

Title: Insulin Levels in Diabetic Mice

PI Name: Schumacher, Kenneth

Proposal Status: Draft

Proposal Valid From:

Received:

Sponsor Proposal ID:

Sponsor: National Institute of Health Science

Location:

Mailing Instructions:

Submit Status: Not Submitted

Proposal Valid To:

Transmission By:

Proposal - Submission page

Enter the dates for which a proposal version is valid. In the Transmission By field, select how the proposal will be submitted. Values are *Mail*, *Electronically*, *Courier*, and *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. You can submit an *Institution Approved* proposal only if the Proposal Component Approval workflow is active.

Note. After you mark a proposal version as *Submitted*, you can no longer modify any of the proposal information for that version. To make any modifications to a proposal after it has been submitted, you must create a new version of the proposal.

Designating an Official for a Proposal Submission

Access the Proposal - Official page.

The screenshot shows the 'Proposal - Official' page. At the top, there are two tabs: 'Submission' and 'Official'. Below the tabs, the following information is displayed:

- Proposal ID:** CON000000000024
- Version ID:** [V1](#)
- Title:** Insulin Levels in Diabetic Mice
- PI Name:** Schumacher,Kenneth

Below this information is a table titled 'Approvers'. The table has a header with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. The table contains the following rows:

<input type="checkbox"/> Submit for Approval		Event Date: 01/17/2005	<input type="checkbox"/> Approved
Administrative:	<input type="text" value="Bendetto,John"/>		<input type="checkbox"/> Approved
Financial:	<input type="text"/>		<input type="checkbox"/> Approved
Signing:	<input type="text"/>		<input type="checkbox"/> Approved

Proposal - Official page

- Proposal Status** Select the status of the proposal.
- Submit for Approval** Select this check box to indicate you have submitted the proposal for external approval.

Note. The system does not enforce this check.

- 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. For you to use this feature, the user IDs of the officials must be part of your PeopleSoft security system.

Printing Proposals

This section provides an overview of the forms printing process and discusses how to print a proposal.

Understanding the Forms Printing Process

Grants delivers standard forms that are used for proposals by the National Science Foundation and the National Institutes of Health along with electronic data interchange (EDI) files of the required data elements.

Here is some general information about printing proposals:

- Grants provides application mapping onto proposal formats that are accepted by most funding agencies. These forms simplify the production of multiple copies of proposals and facilitate their timely submission.
- PeopleSoft 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 are supplied 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 Grants Forms Printing Solution, page 88

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 print proposal process.

Printing a Proposal

Access the Create Printed Proposal page.

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 on which you want the job to run.

5. Click OK to start the job on the server.

Note. If the PeopleSoft Process Scheduler is not active on the server, and the appropriate software is installed on the client, then select the *Client* run location. In this case, you must run the GM_ED1 Application Engine first, followed immediately by the ECOOUT001 SQR report. In either case, the system generates the required data file, which the system converts into a PDF format that you can view or print using Adobe Acrobat Reader.

Freezing Submitted Proposals by Using Version IDs

You can use 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.

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. You can submit the proposal multiple times by using different versions.

See Also

[Chapter 8, "Preparing and Submitting a Proposal," Copying Proposal Information, page 216](#)

Unlocking Proposal Information

After you run the award generation process in Grants, the system locks the proposal so that users cannot make any further changes. This safeguard helps keep information on the pre-award side in sync with information on the post-award side.

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 pre-award spending, users cannot change information prior to rerunning 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.

Two methods are available 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 to enable users 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 enable a group of users 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 configure.

1. Select PeopleTools, Security, Permission & Roles, Permission Lists.
2. Select the permission list that is associated with the group of users whom you want to enable 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 enables the users who are associated with the permission list 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 who are associated with the permission list to change their Ability to Unlock Proposals personalization option to override the system setting. If you do not want to provide instructions to the users, you can sign in 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.

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 Grants can change information on a proposal after the award generation process is run.

Warning! You should not unlock proposals at the system level unless you want to enable all users 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 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 that are used to view proposal audit logs.

Understanding Audit Logs

Proposal audit logs provide an audit trail of changes to important data elements in the proposal. Here is some general information about audit logs:

- The audit trail accumulates automatically whenever you add, delete, or change one of the key data elements.
- All audit pages identify the user, the type of change (add, change, or delete), and the date and time of change.
- You can configure the set of data elements that are subject to auditing by changing the underlying audit records and making corresponding changes to the audit pages.

PeopleCode modifications are not required.

Pages Used to View Proposal Audit Logs

Page Name	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: CON0000000000024 ***To Proposal:**

From Version ID: V1 ***To Version:**

From Start Date: 01/13/2005 **To Start Date:** 01/13/2005

From End Date: 01/31/2006 **To End Date:** 01/31/2006

Budget Period				
Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	01/13/2005	01/12/2006	01/13/2005	01/12/2006
2	01/13/2006	01/31/2006	01/13/2006	01/31/2006

Project

From Project ID: 000000000000159 Insulin Levels in Diabetic Mice **To Project ID:**

Primary Project

Budget	
From Budget ID	To Budget ID
<input checked="" type="checkbox"/> CA IMPLEMENT	CA IMPLEMENT

Copy Proposal page

To copy proposals:

1. In the search dialog box, select the business unit and the proposal ID from which you want to copy information. If you copy a Template Proposal the resulting proposal is not a template.
2. Enter *NEXT* in the To Proposal field to create a new proposal.
3. In the To Version field, enter or select the version ID to which you want to copy proposal data.
4. Use the From Project ID and From Budget fields to select the projects and budget IDs that you want to copy to the new proposal. Note that the default setting is for all the projects and activities to be copied. You can have as many rows for projects and budget IDs as you require for the proposal.
5. Use the To Project ID and To Budget fields to select the projects and budget IDs that you want to copy to the new proposal, or accept the system defaults.
6. Select the Primary Project check box to indicate which project should be the primary project in the copied proposal.
7. Click Copy.

All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

While by default the target proposal has the same dates as the source proposal from which it is copied you can change the start and end dates on the target proposal.

Note. If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process all of the detail rows under each period will be assigned the dates entered for the period on the copy page.

Copying Budget Period Information

Access the Copy Budget Period page.

Copy Budget Period

	From		To
Business Unit:	EGV05	Business Unit:	EGV05
Proposal ID:	CON0000000000024	*Proposal ID:	<input type="text" value="CON0000000000024"/>
Version ID:	V1	Version ID:	<input type="text" value="V1"/>
Proposal Project:	0000000000000159	Proposal Project:	<input type="text" value="0000000000000159"/>
Budget ID:	CA IMPLEMENT	*Budget ID:	<input type="text" value="CA IMPLEMENT"/>
Budget Period:	1	To Budget Period:	<input type="text" value="2"/>
		Escalation:	<input type="text" value="2.95"/>

Copy Budget Period page

To copy a proposal budget period:

1. In the search dialog box, enter the business unit, proposal ID, version ID, proposal project, and budget ID from which you want to copy proposal budget periods.

All target keys (or To fields) appear by default from the budget period that you are copying, including the To Budget ID field. The budget period should be one number greater than the number in the From Budget Period field (this restriction is due to the application of cost of living). However, you can change all the To fields except the To Budget Period field.

2. (Optional) Specify an escalation percentage.

The system inflates all budget amounts by the specified percent when they are copied to the new budget period.

3. Click Copy.

When you set up the budget period, the Copy Budget Period function copies all of the tables that are under the Budget Period key structure, such as budget summary, budget line detail, and cost sharing.

Note. The copy process automatically adjusts the start and end dates in the underlying budget detail in accordance with the from and to budget period dates. Make sure that no information is in the target budget period child records, or you will receive a data conflict error message.

See Also

[Chapter 8, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets, page 198](#)

Inquiring About Proposal Budgets

This section provides an overview of budget inquiry and lists the pages used to inquire about proposal budgets.

Understanding Budget Inquiry

You can view information concerning pre-award proposal budgets by using the inquiry pages that PeopleSoft Grants delivers with the system. The pre-award budget inquiry pages store information about the pre-award proposal budget. The inquiry function within the proposal budget pages enables you to view budgets in three ways:

- As a summary of all budgets that are marked as *include in proposal* within a proposal project.
- As totals for each budget within a proposal project.
- At a detailed level for each budget within a proposal project.

Inquiry pages are for viewing purposes only. You must make modifications to budgets from the Budget - General Info 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	View comprehensive data about a pre-award budget based on the version ID.
Review Pre-Award Budget - Projects	GM_BUD_INQ_PROJ	Grants, Proposals, Review Pre-Award Budget, Projects	View a breakdown of the overall proposal by project.
Review Pre-Award Budget - Cost Sharing	GM_BUD_INQ_CS	Grants, Proposals, Review Pre-Award Budget, Cost Sharing	View sponsor direct costs.

CHAPTER 9

Establishing Awards and Projects

This chapter discusses how to:

- Negotiate awards.
- Generate awards.
- Establish award profiles.
- Establish milestone notifications and processing.
- Establish award contracts.
- Establish project profiles.
- Establish project activities.
- Establish project budgets.
- Process Facilities and Administration (F&A) costs.
- Review grants information.
- Close out awards.

Negotiating Awards

Negotiations are linked to a business unit, proposal ID, version, and award ID (if known). Typically, you complete 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: CON000000000026 **Business Unit:** US001

Version ID: V1

Award ID: **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.

Generating Awards

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

Understanding the Award Generation Process

This section discusses:

- Generating awards.
- Processing pre-award spending and post-award budgeting.
- Finalizing awards.
- Setting up Commitment Control.

Generating Awards

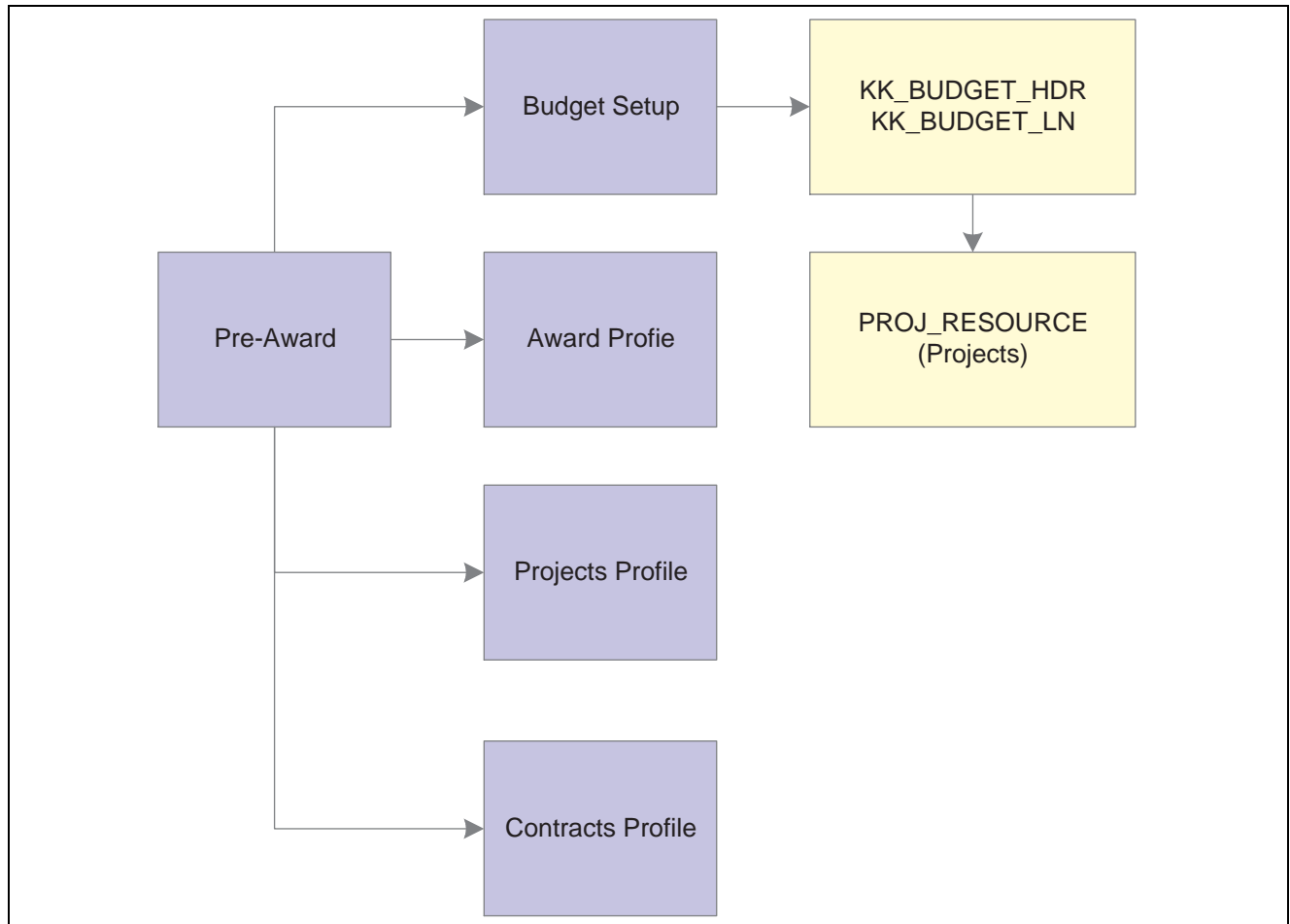
After you submit a proposal and the sponsor approves it for funding, you usually negotiate award details with the sponsor. You also prepare the Grants system for processing funds and dealing with billings, letters of credit, F&A costs, cost-sharing rate calculations, modifications, and general award administration. Grants developed many of its post-award features to leverage existing tables, records, and pages in Project Costing and Contracts.

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

You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning message indicating you must select a budget ID.

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

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



Data movement in Grants

Through the award generation process, Grants writes the required award information to Contracts. This process creates a contract, adds a contract line to the contract, associates Grants projects and activities with the contract line, and creates billing and revenue recognition plans. Due to this integration with Contracts, you can generate bills and recognize revenue for all transactions that are associated with your sponsored awards

Processing Pre-award Spending and Post-award Budgeting

Occasionally, you need to enable spending before a proposal has been formally awarded. You can initiate pre-award spending from the Grants Generate Award page.

If you do initiate pre-award spending, here is how the system processes records:

- When you run the award generation process with the Pre-award Spending check box selected, Grants creates projects and activities from proposal projects (it does not create budget rows). Also, the system does *not* write data to the Project Budget Plan (PC_BUD_PLAN) and Project Budget Detail (PC_BUD_DETAIL) tables. For pre award spending, the system does not the Contracts and contract lines.
- If Commitment Control is enabled for projects and the primary general ledger business unit, the system creates a row for each project in the Commitment Control table (KK_CF_VALUE) with the control option of *Track without Budget*.

In this situation, a range of projects must not exist for the default ledger group that encompasses the project ID.

- After the proposal is awarded, you can change the pre-award budget as you want and run the award generation finalization process. The system makes the Pre-award Spending check box 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 Grants creates for the pre-award spending run are automatically selected for the finalization run. The system populates the 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.

Finalizing Awards

You can run the award generation finalization process without running pre-award spending. You cannot, however, run the award generation finalization process a second time. The only exception to this is when you do the first run with the Pre-Award Spending check box selected.

If you run the award generation process a second time (after first running it with Pre-Award Spending selected), the system 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. Additionally, if you have added new projects since the pre-award spending was done, these too are brought forward.

Setting Up Commitment Control

The Award Generation process impacts the Key ChartFields Grid on the Control ChartField page (KK_BUDG4) of the Budget Definition. This applies to both pre-award spending and the finalization process. If Project Costing and the General Ledger Business Unit have Commitment Control enabled, the award generation process automatically creates entries.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Setting Up Basic Commitment Control Options,” Defining Control ChartFields.

See Also

[Chapter 13, “Understanding Integrating Grants with Other Applications,” Integration Process Flows for Grants, page 335](#)

Page Used to Generate an 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 Grants.

Generating an Award

Access the Generate Award page.

Generate Award page

Note. You cannot run the award generation process for a proposal until that proposal has a status of *Submitted* on the Proposal Submission page.

See [Chapter 8, “Preparing and Submitting a Proposal,” Submitting Proposals, page 209.](#)

The parameters on this page initiate the award administration process by copying information from the proposal pages to the award pages. Employee IDs that are entered for proposal professionals in the pre-award pages are not brought forward in the award generation process.

Pre-award Spending

Select to create an award that has pre-award spending. If you are generating an award that was already created for pre-award spending, this field will be unavailable.

To Award

Enter an award name the first time that you run the award generation process. The system creates certain key fields on the first run even though the award records do not yet exist. This field is display-only the second time that you access the page, preventing you from changing the award name.

Primary Project

Select if the currently displayed project is the primary project for a proposal. You must also select the From Project check box for the award generation process to run.

From Project	Select to specify which proposal projects or project budgets should map to the award.
Included in Pre-award Spending	The system displays this field only if pre-award spending has been run. It selects this check box automatically if the proposal project was included in the award when the award generation process was run with the Pre-award Spending check box selected.
Generate	<p>Click to run the award generation process. This process creates information in the award pages from the proposals pages. At least one proposal project must be within the proposal that you are moving; if not, the system displays an error message.</p> <p>You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning message indicating you must select a budget ID.</p>

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 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 you run the process. However, the system differentiates between costs that are billed directly to the sponsor and costs that are cost shared.

Establishing Award Profiles

This section provides overviews of award profiles and milestones and discusses how to:

- Set up award profiles.
- Set up award funding.
- Add resources.
- Set up award certifications.
- Set up award terms and conditions.
- Set up award milestones.
- Set up award key words.
- Set up sponsor contacts.
- Set up protocols.
- Set up award attributes.
- Set up department credits.
- Use the award notepad.
- Use the award modifications.

Understanding Award Profiles

The information that you create and maintain in the award profile establishes an award, which is a completed agreement between an institution and a sponsor within the post-award system. Note that an award is synonymous with a contract, and that you must establish the contract itself prior to creating an award profile. An award is associated with one business unit, one billing sponsor, and one award sponsor. Each award must have at least one project and at least one activity. When you run the award generation process the system provides the bulk of the award setup, so that the setup process is transparent to you. If you are not creating the award from a proposal (blue bird award) you must initiate all the necessary manual steps, including the creation of the contract, contract lines, projects, and activities.

Understanding Milestones

Here is some general information about using milestones in Grants:

- Milestones track key completion phases for sponsored projects and are ultimately used in award closeout processing.
- Milestones can include deliverables, deadlines, sponsor-special reports, final financial reporting, other reporting requirements, or award closeout.
- The Milestone page is an institution-defined control table that stores milestones that you establish as appropriate for your tracking needs.

Milestones can be systematically added during Award Generation Process.

- Each award has one or more designated individuals (DIs) with the authority and knowledge to identify award milestones, deliverables, and deadlines.

The DI determines the processing schedules and routing lists for milestones, notifications, and workflow. Although typically the DI is an employee of the sponsored program office, a principal investigator (PI) or other authorized professional can fill this role. You define your own DI structure.

- You can use milestones to enter information about the notification functionality.
- Notification of milestones includes deliverables that are due to and from the institution.
- Milestone tracking does not initiate other processes such as billing.

It generates reminders to users to initiate the necessary processes. Milestones can be added to the award by individuals manually or by the award generation process if Include in Award is checked on the milestone setup page.

Pages Used to Establish Award Profiles

Page Name	Object Name	Navigation	Usage
Award - Award	GM_AWARD	Grants, Awards, Award Profile.	Record award notification and award details.
Description	GM_AWARD_LONG_TITLE	Click the Description link on the Award — Award page.	Enter a longer description.
Co-PI	GM_AWARD_COPI	Click the Co-PI link on the Award — Award page.	Select Co-PIs.
Additional Information	GM_AWD_ADD_INFO	Click the Additional Information link on the Award - Award page.	Enter additional information.

Page Name	Object Name	Navigation	Usage
Concurrent Submissions	GM_AWD_CON_SUB	Click the Additional Details link on the Additional Details page.	Select the business unit, proposal, and version for each proposal that you are submitting concurrently.
Conflict of Interest	GM_AWD_COI	Click the Additional Details link on the Additional Details page.	Select check boxes to indicate if the conflict complies with the institution's policy and if you completed the review.
Cost Sharing	GM_AWD_COST-SHARE	Click the Additional Details link on the Additional Details page.	Select to indicate if the sponsor requires cost sharing, who approved it, the date of approval, and the source
Flow Through	GM_AWD_FLOWTHRU	Click the Additional Details link on the Additional Details page.	Select the primary sponsor that the proposal will flow through.
Intellectual Property	GM_AWD_INTEL_PROP	Click the Additional Details link on the Additional Details page.	Enter information about the use of intellectual property.
PI Change	GM_AWD_PI_CHANGE	Click the Additional Details link on the Additional Details page.	Indicate the PI changed and select the ID of the previous PI.
Pre-Award Spending	GM_AWD_PREAWD_SPD	Click the Additional Details link on the Additional Details page.	Indicate that pre-award spending is permitted and enter the guaranteed source of funding.
Previous Award	GM_AWD_PREV_AWD	Click the Additional Details link on the Additional Details page.	Enter information about the previous award and indicate that a renewal is in progress if it is based on an accomplishment.
Related Proposals	GM_AWD_REL_PROP	Click the Additional Details link on the Additional Details page.	Enter information about related proposals.
Solicitation	GM_AWD_SOLICITATN	Click the Additional Details link on the Additional Details page.	Enter information about a solicitation.
Grant Administrator	GM_AWD_ADMIN_CNTCT	Click the Grant Administrator link on the Award — Award page.	Enter information about the Grant Administrator.
Sponsor Website	GM_AWD_URL	Click the Sponsor Website link on the Award — Award page.	Enter sponsor website information.
Award - Funding	GM_AWD_FUNDING	Grants, Awards, Award Profile, Funding	Enter funding amounts and periods.

Page Name	Object Name	Navigation	Usage
Award - Resources	GM_AWD_PRJ_RSRC	Grants, Awards, Award Profile, Resources	Add multiple sponsor contacts for the awarding sponsor.
Award Subrecipient Misc	GM_AWD_PRJ_VNDR1	Click the Get Agreement Details button on the Award — Resources page.	Enter subrecipient details.
Subrecipient Location	GM_AWD_PRJ_VNDR2	Click the Get Location Details button on the Award — Resources page.	Enter subrecipient location and address information.
Subrecipient Contact	GM_AWD_PRJ_VNDR3	Click the Get Contact Details button on the Award — Resources page.	Enter subrecipient contact information.
Subrecipient Budget	GM_AWD_VND_BUD	Click the Vendor Budget button on the Award — Resources page.	Enter subrecipient budget information.
Award - Certifications	GM_AWD_CERT	Grants, Awards, Award Profile, Certifications	Maintain all relevant award-specific certifications.
Certification Comments	GM_AWD_CERTS_SEC1	Click the Comments link on the Award — Certifications page	Enter comments about certifications.
Award - Terms	GM_AWD_TERM	Grants, Awards, Award Profile, Terms	Store the terms and conditions that apply to a particular award.
Award - Milestone	GM_AWD_MILE	Grants, Awards, Award Profile, Milestone	Set up award milestones.
Award - Milestone Contacts	GM_MILE_CONTACT_SBP	Click the Contact ID link in the Award-Milestone page.	Enter the employee ID and transmission type for each person to be contacted about milestones.
Award - Milestone Notification History	GM_MILE_HISTORY	Click the Notification link in the Award-Milestone page.	View notification history.
Award - Attributes	GM_AWD_ATTRIB	Grants, Awards, Award Profile, Attributes	Set up award attributes.
Award — Department Credits	GM_AWD_PROJ_DPCT	Grants, Awards, Award Profile, Department Credits	Enter department credits.
Award - Notepad	GM_AWD_DESCR	Grants, Awards, Award Profile, Notepad	Record explanatory information about award research.
Award - Key Words	GM_AWD_KEYWORD	Grants, Awards, Award Profile, Key Words	Link key words to the award.
Award - Sponsor	GM_AWD_CUST	Grants, Awards, Award Profile, Sponsor.	Add multiple sponsor contacts for the awarding sponsor.

Page Name	Object Name	Navigation	Usage
Award- Protocols	GM_AWD_PCL	Grants, Awards, Award Profile, Protocols	Add multiple protocols to the award.
Award — Award Modification	GM_AWD_MOD_HDR	Grants, Awards, Award Profile, Award Modifications	Review data concerning modified awards.
Award Modifications Comments	GM_AWD_MOD	Click the Comments link on the Award — Award Modification page	Enter comments about the award modification.
Award Modification for Period	GM_AWD_MOD_PD	Click the Period button on the Award Modification page	Add award modifications for selected period.
Award Modification Inquiry	GM_AWD_MOD_INQ	Grants, Awards, Review Award Modifications	Review data concerning modified awards.

Setting Up Award Profiles

Access the Award - Award page.

Award
Funding
Resources
Certifications
Terms
Milestone
Key Words

Award ID: CON000000000027

Reference Award Number:

Title: [Description](#)

Award PI: [Co-PI](#)

Sponsor: National Institute of Health Science

Purpose: **Status:**

Award Type: **CFDA:**

Proposal ID:

Version ID:

Start Date: **End Date:**

[View Contract](#) [View Proposal](#) [Additional Information](#) [Grant Administrator](#) [Sponsor Website](#)

Primary Project PI:

Associated Project		
PC Business Unit	Project	Description
EGV05	000000000000162	

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

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Award page

Award information comes from the proposal header.

Reference Award	Enter the sponsor award number. This value appears on some of your Grants invoice formats when you process your billing information.
Description	Click to access the Description page and enter an expanded title for the award.
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.
View Contract	Click to access the Contract - General page in Contracts.
View Proposal	Click to access the General Info page in the proposal.
Additional Information and Type	Select a type (such as <i>Conflict of Interest</i> , <i>Pre-Spending Allowance</i> , or <i>Related Proposals</i>), and then enter comments. <hr/> 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. <hr/>
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.
Award Modifications	Click to access the Award Modifications page and enter information about funding by award period. Add a line for each awarded period in the grid. If you 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. <hr/> Note. If you modify the award on the Award Modification page, you must also make the same changes to the contract that is associated with the award in Contracts. <hr/>

Setting Up Award Funding

Access the Award - Funding page.

Award
Funding
Resources
Certifications
Terms
Milestone
Key Words

Award ID: PD

Reference Award Number:

Award PI: Schumacher,Kenneth

Currency: USD

Primary Project PI: Schumacher,Kenneth

Total Award Amount: 500,000.00

Funding Info
Find | View All | First 1 of 1 Last

Project: PD **Project PI:**

Detail
Customize | Find | First 1-5 of 5 Last

Period	*Start Date	*End Date	Funded Amount	To Project ID		
1	10/01/2004	09/30/2005	109,050.000	PD <input type="text"/>		
2	10/01/2005	09/30/2006	100,000.000	PD <input type="text"/>		
3	10/01/2006	09/30/2007	107,500.000	PD <input type="text"/>		
4	10/01/2007	09/30/2008	107,275.000	PD <input type="text"/>		
5	10/01/2008	09/30/2009	103,575.000	PD <input type="text"/>		

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Funding page

The funded amount is the sum amount for that project and budget period in the PC_BUD_DETAIL page. This amount is view-only. If you enter a new period in the grid on the Resources page, then the project ID is automatically created for the project.

Note. An award can have multiple projects with multiple budget periods.

Adding Resources

Access the Award - Resources page.

Award - Resources page

Proposal resources and subrecipient data flow from the pre-award to the post award, through the generate process.

See Chapter 8, “Preparing and Submitting a Proposal,” Maintaining Information About Each Resource for a Proposal Project, page 178.

Setting Up Award Certifications

Access the Award - Certifications page.

Award - Certifications page

Certifications appear by default from the proposal. To enter additional certifications, add a new row; then enter or select the appropriate certification code, certification date, indicator, person who certified the award, and approval date. Optionally, you can enter assurance and exemption numbers. Select the appropriate check boxes to indicate whether a full or an expedited review occurred.

Note. The generate process brings the expiration date forward from the proposal.

Setting Up Award Terms and Conditions

Access the Award - Terms page.

Award - Terms page

This page is not pre-populated and no processing is associated with it. Terms and conditions might include, for example, the requirement that purchased equipment be American-made whenever possible, or that only union workers be employed for the project that is funded by the award.

Terms & Conditions Select a term or condition from a list of previously defined terms for the awarding sponsor.

Explanation Enter additional information that is related to the terms and conditions of the award.



Click the Add Guideline ID button to enter additional terms and conditions.

See [Chapter 5, “Structuring Grants,” Entering Sponsor Guidelines, page 80.](#)

Setting Up Award Milestones

Access the Award - Milestone page.

Award - Milestone page

Milestone Type and Milestone Code

Select a milestone type. Milestone types are labels for grouping milestones. Each milestone type has a milestone code associated with it.

For example, 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 system clears the code to prevent a mismatch.

Notify

Click this button to notify roles of people that are listed in the Approval/Notification Setup page for Type Milestone Notification that the award milestone information is due soon.

Due Date

Select the required completion date for the milestone.

Priority

Select the milestone priority. Options are *High*, *Medium*, or *Low*.

Notification Due Date

Displays the Notification Due Date (the Milestone due date minus the days prior to notify).

Comments

Enter any details or explanations regarding overdue milestones and exceptions.

Completed, Completion Date, and Completed By

Select Completed to indicate that a milestone is completed, Completion Date and Completed By are populated by the system with the current date and time and the current user employee ID.

Contact ID

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.

The contact ID is populated with the default contact ID from the Milestone Setup page if you identify it in the milestone setup.

Notification

Click to access the Milestone Notification history page, which includes the following page elements: Notify On, From, To, and Comment.

Setting Up Award Key Words

Access the Award - Key Words page.

Award ID: CON000000000027

Reference Award Number:

Award PI: Schumacher, Kenneth **Primary Project PI:**

Detail		Customize	Find	First	1 of 1	Last
Key Word	Description					
DIABETES	Diabetes					

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Key Words page

This page links key words, as defined in the key word control record, to an award. Key words can track awards by subject category (for example, science: cell biology) or link multiple codes to an award. Key words appear by default from the proposal. Establish and maintain the key word control record prior to creating proposals and awards.

Key Word

Select a key word from the list of available values.



Click the Add Key Words button to access the Proposal Key Words page and enter additional key words.

See [Chapter 5, “Structuring Grants,” Entering Key Words, page 84.](#)

Setting Up Sponsor Contacts

Access the Award - Sponsor page.

Award	Funding	Resources	Certifications	Terms	Milestone	Key Words	Sponsor
Award ID:	PD						
Reference Award Number:	<input type="text"/>						
Award PI:	Schumacher,Kenneth			Primary Project PI:	Schumacher,Kenneth		
Contact Info Find View All First 1 of 1 Last							
Awarding Sponsor:	National Institute of Health Science						
Name:							
Title:							
Email ID:							
Telephone:							
Fax Number:							
Contact Type:							
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications							

Award - Sponsor page

The data on this page appears by default from the Award - Profile page. Enter a reference award number for the sponsor contact. You can add multiple sponsor contacts for the awarding sponsor.

Setting Up Protocols

Access the Award - Protocols page.

Award	Funding	Resources	Certifications	Terms	Milestone	Key Words	Protocols						
Award ID:	PD												
Reference Award Number:	<input type="text"/>												
Award PI:	Schumacher,Kenneth			Primary Project PI:	Schumacher,Kenneth								
Associated Protocols Find View All First 1 of 1 Last													
Project:	PD			Project PI:									
<table border="1"> <tr> <td colspan="2">Protocols Customize Find First 1 of 1 Last</td> </tr> <tr> <td>*Protocol ID</td> <td>Short Description</td> </tr> <tr> <td>1001 <input type="text"/></td> <td>Insulin in rats</td> </tr> </table>								Protocols Customize Find First 1 of 1 Last		*Protocol ID	Short Description	1001 <input type="text"/>	Insulin in rats
Protocols Customize Find First 1 of 1 Last													
*Protocol ID	Short Description												
1001 <input type="text"/>	Insulin in rats												
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications													

Award - Protocols page

Select a protocol to associate with the award. Protocols that are associated with the proposal flow to the award during the generate process. You can enter more protocols on this page.

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. The system stores attributes in the Attribute Type control page. Attributes can be anything you want to track in an award.

See [Chapter 5, “Structuring Grants,” Creating the Institution Attribute Type, page 72.](#)

Setting Up Department Credits

Access the Award - Department Credits page.

Award - Department Credits page

Department credits set up in the proposal flow into the award side during the generate process. You can enter more department credits on this page.

Using the Award Notepad

Access the Award - Notepad page.

The screenshot shows the 'Award - Notepad' page. At the top, there is a navigation bar with tabs for 'Award', 'Funding', 'Resources', 'Certifications', 'Terms', 'Milestone', 'Key Words', and 'Notepad'. Below the navigation bar, the page displays the following information:

- Award ID:** PD
- Reference Award Number:** (empty field)
- Award PI:** Schumacher, Kenneth
- Primary Project PI:** Schumacher, Kenneth

The main content area is titled 'Award Description' and includes the following details:

- Date/Time Stamp:** 03/30/2005 9:41:53AM
- Entered By:** DVP1
- Description:** Date and Time Stamp indicates Proposal-to-Award Process
- Comments:** (empty text area)

At the bottom of the page, there are navigation links: 'Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)'.

Award - Notepad page

- Date/Time Stamp** Displays the date and time when you created the award. The system stamps each new note with the date and time.
- Description** The system displays default text that indicates that you created this award through the award generation process. When you create an award independently, this field is blank.
- Comments** Enter notes regarding more complex issues that concern the award subject matter.

Using the Award Modifications

Access the Award - Award Modifications page.

Award	Funding	Resources	Certifications	Terms	Milestone	Key Words	Award Modifications
-----------------------	-------------------------	---------------------------	--------------------------------	-----------------------	---------------------------	---------------------------	--

Award ID: PD

Reference Award Number:

Award PI: Schumacher,Kenneth **Primary Project PI:** Schumacher,Kenneth

Award Modifications							Customize	Find	First	1-5 of 5	Last
Reference Award Number	Period	Issue Date	*Begin Date	*End Date	Amount	Comment					
<input type="text"/>	1	<input type="text"/>	10/01/2004	09/30/2005	100,000.00	Comment					
<input type="text"/>	2	<input type="text"/>	10/01/2005	09/30/2006	100,000.00	Comment					
<input type="text"/>	3	<input type="text"/>	10/01/2006	09/30/2007	100,000.00	Comment					
<input type="text"/>	4	<input type="text"/>	10/01/2007	09/30/2008	100,000.00	Comment					
<input type="text"/>	5	<input type="text"/>	10/01/2008	09/30/2009	100,000.00	Comment					


Total Award Amount: 500,000.00

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Award Modifications page

You cannot edit the periods and amounts at the period level within an award. The pre-award to post-award process populates these rows in the following way:

1. The number of periods for an award equals the number of periods for a project.
2. The amount at the period level is equal to the sum of amounts for each period for all the projects for an award.
3. The begin date and end date are equal to the begin and end date for each period for the project. These dates are the same for all projects for an award.

Reference Award Number	Enter the sponsor reference award number.
Period	Displays a value generated in the pre-award to post-award process. The number of periods for an award equals the number of periods for a project. You cannot change this value.
Issue Date	Enter the date on which the modification was issued by the sponsor.
Begin Date and End Date	Displays the begin and end dates for each period for the project. They are the same for all projects for an award.
Amount	Displays an amount value generated in the pre-award to post-award process. The amount at the period level equals the sum of the amounts for each period for all the projects for an award.
	Click the Details button to go to the Award Modifications for a Period page where you can enter supplemental funding information. You can make multiple modifications to the award amounts for an award period.

Establishing Milestone Notifications and Processing

This section provides an overview of milestone notifications and processing and discusses how to:

- Review milestone notifications.
- Process milestone notifications.

Understanding Milestone Notifications and Processing

Three ways are available to send out milestone notification:

- Set up a batch process that runs daily to search for milestones due for notification at the current date and then send online milestone notifications. The milestone batch process enables you to automate the milestone notification process.
- Use the Milestone Notification inquiry page to search and send notifications for milestones that satisfy your selection criteria.
- Send the notification from the Award Milestone page.

Pages Used to Establish Milestone Notifications and Processing

Page Name	Object Name	Navigation	Usage
Milestone Notification	GM_MILESTONE_NOTI	Grants, Awards, Milestone Notification	Search for a milestone using parameters, and determine whether an email notification will be sent to the appropriate roles.
Process Milestone Notification	RUN_GM_MS_NOTI	Grants, Awards, Process Milestone Notification	Set up the process scheduler to search for milestones that are due on the current date, and to run milestone notifications automatically.

Reviewing Milestone Notifications


Access the Milestone Notification page.

Milestone Notification

Business Unit:
Milestone Type:
Milestone Code:
Priority:

Milestones									
Notify	Award ID	Milestone Type	Milestone Code	Priority	Completed	Days Prior to Due Date	Milestone Due Date	Notification Due Date	Last Notification Datetime
<input type="checkbox"/>	CON000000000027	BILL	BILL	Medium	<input type="checkbox"/>	30	09/01/2005	08/02/2005	01/25/2005 2:06:36PM
<input type="checkbox"/>	Z-DEMO4	BILL	BILL	Medium	<input type="checkbox"/>	30	12/13/2004	11/13/2004	12/13/2004 11:47:14AM

Milestone Notification page

- Notification Due in Days** Enter the number of days in which the milestone notification is due.
- Completed** Select *Complete* or *Not Completed* to search for completed or not completed milestones.
- Milestones**
- Notify** Select this option to notify each milestone. This option appears for completed milestones.
- Award ID** Click to access the Award Profiles component.
-  Click to enter comments that will accompany the email notification.

Processing Milestone Notifications

Access the Process Milestone Notification page.

Process Milestone Notification page

Set up the daily process scheduler to run milestone notifications automatically. The program searches for milestones that are due on the current date, and then sends email notifications. You are not required to enter business unit and milestone type. If they are not entered, then the batch process searches for all business unit and milestone types.

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

See *Enterprise PeopleTools PeopleBook: System and Server Administration*, “Using PeopleTools Utilities, URL Maintenance

Establishing Award Contracts

This section provides an overview of award contracts and discusses how to:

- Change the contract status to *Active*.

- Change the billing plan status to *Ready*.
- Change the revenue recognition status to *Ready*.

Note. This section of *PeopleSoft Enterprise Grants 8.9 PeopleBook* describes the pages that are used most often for grants-related project contracts. For complete instructions on using all the pages in Contracts refer to the instructions in your *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

Understanding Award Contracts

After you negotiate an award, establish the award profile, and initiate the award generation process for a proposal, you can prepare Grants for financial transactions using the appropriate pages in Contracts.

When you run the award generation process in 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 Billing and General Ledger. The Contract - General page captures the agreement information for your award as well as general information relating to the sponsor.

Revenue Recognition

Contracts manages the booking of revenue to the general ledger through the use of revenue recognition plans and the services accounting system.

The method of revenue recognition for Grants is *As Incurred*. Use this method manually to manage revenue on an as-needed basis. The As Incurred method is transaction-based revenue recognition and uses scheduled processing. As an activity is incurred and processed, revenue is recognized. This method is used with rate-based contract activity. Typically, you would use this method on cost-reimbursable grants.

Here is some general information about using revenue recognition plans with Contracts:

- Every contract must have at least one revenue recognition plan.
- All revenue recognition plans must be associated with a revenue recognition method.
- Contract lines must be linked to a revenue recognition plan.
- Rate-based contract lines that have corresponding project resource rows are assigned or linked to As Incurred revenue recognition plans.

Blue Bird Awards

A *blue bird* award is granted without an initiating proposal. If you generate an award without a previously developed proposal, you must enter all of the information related to the award in the Contract Header pages in Contracts.

After you complete the required fields on the pages in Contracts, click Save or Add to My Contracts to save the contract. The system writes the information back to the Grants system. To establish an award profile for the contract in Grants, click Create Award Profile on the Additional Information page.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Setting Up Revenue Plans”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Managing Revenue Recognition”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Creating Contracts”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Processing Revenue Recognition”

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, and then click the link under the Billing Plan column heading.	Change the billing status to <i>Ready</i> .
Revenue Plan	CA_ACCTPLAN	Customer Contracts, Create and Amend, General Information, Contract Lines Click the Detail tab, and then click the link under the Revenue Plan column heading.	Change the revenue recognition status to <i>Ready</i> .

Changing the Contract Status to Active

Access the Contract - General page.

General		Lines	
Contract Number:	CON000000000027	Sold To Customer:	National Institute of Health Science
		*Contract Status:	PENDING
Add to My Contracts			
Description:	The effect of insulin in Diabe	Processing Status:	Pending
Contract Admin:		Amendment Status	
Region Code:		Business Unit:	EDUC & GVT - BU 5
Contract Type:	GRANTS	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	
Exchange Rate Type:	CRRNT	Start Date:	10/01/2005
Contract Signed:	10/01/2005	End Date:	09/30/2010
		Last Update Date/Time:	12/01/2004 2:35:34PM
		Last Update User ID:	DVP1
Other Information			
<input type="checkbox"/> Template Contract	Parent Contract:		
<input type="checkbox"/> Master Contract	Master Contract:		
<input type="checkbox"/> Legal Review Complete	Legal Entity:	GMSPONSOR	
<input type="checkbox"/> Credit Check Complete	Purchase Order:		
<input type="checkbox"/> Contains Cotermination Lines	Proposal ID:	CON000000000027	
View Award Profile			

Contract - General page (1 of 2)

Summary of Amounts	
Contract Amounts	
Negotiated Amount:	0.00
Discounts/Surcharges:	0.00
Non-inclusive Prepays:	0.00
Total:	0.00
Estimated (less Prepays):	124,150.00
Estimated Total:	124,150.00
*Allocation Complete	
Go To: Billing Plans Revenue Plans Milestones Renewals Amount Allocation	

Contract - General page (2 of 2)

Note. Instructions on using the Contract - General page appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Creating Contracts”

Changing the Billing Plan Status to Ready

Access the Billing Plan General page.

Billing Plan General		Events	Tax Parameters	History
Contract:	CON0000000000027	BI Unit:	EGV05	
Sold To Customer:	1018 National Institute of Health Science	Bill To:	1018 National Institute of Health Science	
Billing Plan:	B101 As-Incurred Bill/Revenue Plan	Currency:	USD	
*Description:	As-Incurred Bill/Revenue Plan	*Billing Status:	Pending	
Billing Method:	As Incurr	<input checked="" type="checkbox"/> Ready at Activation		
Customer Information				
BI Unit:	EGV05 EDUC & GVT - BU 5			
*Bill To Customer:	1018 National Institute of Health Science	Addr Num:	1	
Bill To Contact:	1 Jeffreys,Jenny			
Billing Options				
Bill Type:	GM	<input type="checkbox"/> Pre Approved	Billing Header Note	
Bill Source:	CONTRACTS	<input type="checkbox"/> Direct Invoice	Internal Notes	
Summarization Template ID		Preview Summarization Template		
Purchase Order:				
Billing Default Overrides				
Invoice Form:		Cycle ID:		
Bill By ID:		View Customer Defaults		
Payment Method:	Check			
Payment Terms:				
Billing Inquiry:				
Billing Specialist:				
Billing Authority:				
Return to General Information				
Transaction Options				
Bill Currency:	Contract Currency			
Retainage Options				
Items previously held as Retainages				
<input type="radio"/> Bill <input type="radio"/> Write-off <input checked="" type="radio"/> Hold				
Tolerance Options				
Minimum Bill Amount:	100.00			
<input type="checkbox"/> Final Bill				

Billing Plan General page

Note. Instructions on using the Billing Plan General page appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Setting Up Billing Plans”

Changing the Revenue Recognition Status to Ready

Access the Revenue Plan page.

Revenue Plan

Revenue Plan

Contract: CON000000000027 **Business Unit:** EGV05 **Currency:** USD
Sold To Customer: 1018 National Institute of Health Science **GL Business Unit:** EGV05
Revenue Plan: R101 **GL Currency:** USD

Description: ***Plan Status:**
Recognition Method: As Incurred **Ready at Activation**

Define Events By

[Add Milestone](#)

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

Event	Event Type	*Event Status	Accounting Date	Event Note	<input type="button" value="+"/>	<input type="button" value="-"/>
1	<input type="text" value="Date"/> <input type="button" value="v"/>	<input type="text" value="Pending"/> <input type="button" value="v"/>	01/31/2005 <input type="button" value="calendar"/>	Event Note	<input type="button" value="+"/>	<input type="button" value="-"/>

[Return to General Information](#)

Revenue Plan page

Note. Instructions on using the Revenue Plan page appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Setting Up Revenue Plans”

Establishing Project Profiles

Use the Project General pages to associate a project with an award and designate a primary department. All information that applies to the award also applies to the project, so the information is not repeated on the project pages.

This section discusses how to:

- Set up projects.
- Establish project departments.
- Establish project definitions.
- Establish project PIs or managers.

- Establish project locations.
- Establish project phases.
- Establish project approvals.

Note. This section of the *PeopleSoft Enterprise Grants 8.9 PeopleBook* describes the pages that are used most often for grants-related projects. For complete instructions on using all the pages in the Project Profile component, refer to the instructions in your *PeopleSoft Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 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	View project manager data.
Project - Location	PROJECT_LOCATION	Grants, Awards, Project, Location	Assign the project’s physical location.
Project - Phases	PROJECT_SCHED	Grants, Awards, Project, Phases	Track the time that is spent on different stages of a project. Use for exception reporting to 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	Approval	Justification
Project:	NIH005_P1	Add to My Projects						
*Description:	<input type="text" value="The Effects of Insulin on Diab"/>	<input type="checkbox"/> Program	Processing Status: Active					
*Integration:	<input type="text" value="EGV05"/> <input type="button" value="Q"/>	EGV05	Project Status: Project Status					
Project Type:	<input type="text"/>							
Percent Complete:	<input type="text" value="0.00"/>	As Of:						
<input type="checkbox"/> Work Order Managed								
Project Health								
	Project Overall	Schedule	Budget	Resources	Issues	Risks	User-Defined	
Health								<input type="text"/>
As of Date								
Project Schedule								
*Calculate:	<input type="text" value="End Date"/> <input type="button" value="v"/>	Duration in Days:		<input type="text" value="0"/>				
*Start Date:	<input type="text" value="10/01/2003"/> <input type="button" value="B"/>	*End Date:	<input type="text" value="09/30/2008"/> <input type="button" value="B"/>	Additional Dates				
Classification								
Release:	<input type="text"/> <input type="button" value="Q"/>	Release Date:						
Category:	<input type="text"/> <input type="button" value="Q"/>	Application Area:	<input type="text"/> <input type="button" value="Q"/>	Application:	<input type="text"/> <input type="button" value="Q"/>			

Project - General Information page (1 of 2)

Description		Find View All	First	1 of 1	Last
Date/Time Stamp:	01/31/05 1:03:44PM	User ID:	DVP1		
Description:	<input type="text"/>				
Long Description:	<input type="text"/>				
Save as Template		Copy Project			
Go To:	My Projects	Project Valuation	Resources	Project Activities	<input type="text" value="More"/>

Project - General Information page (2 of 2)

Note. Instructions on using the Project - General Information page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Projects”

Establishing Project Departments

Access the Project - Project Department page.

General Information
Project Department
Project Costing Definition
Manager
Location
Phases
▶

Unit: EGV05 **Project:** NIH005_P1 The Effects of Insulin on Diab

Institution ID: PeopleSoft University

Subdivision: Research and Development

Department: Engineering

Contact ID: **Contact Details:**

Department Info
Customize | Find
First ◀ 1 of 1 ▶ Last

*Department	Subdivision	Description	Percentage Pledged		
<input type="text" value="41000"/>	43000	Engineering	<input type="text" value="100.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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: NIH005_P1	Description: The Effects of Insulin on Diab
System Fields *FS_08 SetID: <input type="text" value="SHARE"/> <input type="button" value="Q"/> System Source: <input type="text" value="PGM"/> <input type="button" value="Q"/>	Project Currency Currency Code: <input type="text" value="USD"/> <input type="button" value="Q"/> Rate Type: <input type="text" value="CRRNT"/> <input type="button" value="Q"/> Effective Date Default: <input type="text" value="Acct Date"/>
Projects Utilities Project Tree...	Analysis Group Options Cost Budget: <input type="text" value="BUD"/> <input type="button" value="Q"/> Revenue Budget: <input type="text" value="RBUD"/> <input type="button" value="Q"/> Actual Cost: <input type="text" value="ACT"/> <input type="button" value="Q"/> Actual Revenue: <input type="text" value="PSREV"/> <input type="button" value="Q"/>
Enforce Team <input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team	Options <input type="checkbox"/> Standard Activities <input type="checkbox"/> Allow Interest Calculation
Percent Complete *Calculation Method: <input type="text" value="Manual"/> *Summary Method: <input type="text" value="None"/>	
Grants Grants Project: <input type="text" value="GM Object"/> <input checked="" type="checkbox"/> Project Primary Flag	
<input type="button" value="Save as Template"/> <input type="button" value="Copy Project"/>	
Go To: My Projects Project Valuation Resources Project Activities <input type="text" value="More"/>	

Project - Project Costing Definition page

Note. Instructions on using the Project - Project Costing Definition page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Grants

Grants Project

Select *GM Object* if the project is a Grants project. Select *PC Object* if the project originated in Project Costing. You need to differentiate between Project Costing related projects and Grants related projects for processing to occur correctly.

Project Primary Flag

Select if the project is primary. Grants requires primary projects.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Projects”

Establishing Project Locations

Access the Project - Location page.

General Information | Project Department | Project Costing Definition | Manager | **Location** | Phases

Project: NIH005_P1 Description: The Effects of Insulin on Diab

Location Find | View All First 1 of 1 Last

*Effective Date: 10/01/2003 Sequence: 1

Location Code: EGV03 Description: EGV03 - Pleasanton, CA

Country: USA United States

Address 1: 4305 Hacienda Dr

Address 2:

Address 3:

City: Pleasanton

County: Alameda Postal: 94588

State: CA California

[Add Location](#)

Save as Template Copy Project

Go To: [My Projects](#) [Project Valuation](#) [Resources](#) [Project Activities](#) More

Project - Location page

Note. Instructions on using the Project - Location page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 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 | **Phases**

Project: NIH005_P1 Description: The Effects of Insulin on Diab

Project Phases Find | View All First 1 of 1 Last

*Phase Type: CREATE Description:

Status: A Actual From Date: Through Date:

Save as Template Copy Project

Go To: [My Projects](#) [Project Valuation](#) [Resources](#) [Project Activities](#) More

Project - Phases page

Note. Instructions on using the Project - Phases page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Projects,” Creating and Defining Projects

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data,” Setting Up Project-Related Information

Establishing Project Approvals

Access the Project - Approval page.

The screenshot shows the 'Project - Approval' page. At the top, there is a navigation bar with tabs: Phases, **Approval**, Justification, User Fields, Rates, Attachments, and Asset Integration Rules. Below the navigation bar, the page header shows 'Project: NIH005_P1' and 'Description: The Effects of Insulin on Diab'. The main content area is divided into several sections:

- Event:** Includes a search field for 'Project Event' and navigation controls (Find, View All, First, 1 of 1, Last).
- Details:** Includes 'Approval Sequence' (1) and 'Source' (empty field).
- Approval Authority:** Includes 'Role Type' (Manager) and 'User ID' (DVP1).
- Approval Status:** Includes an 'Approve' checkbox.
- Description:** Includes 'Description' and 'Long Description' text areas.

 At the bottom of the page, there are two buttons: 'Save as Template' and 'Copy Project'. Below these buttons is a 'Go To' menu with links to 'My Projects', 'Project Valuation', 'Resources', 'Project Activities', and a 'More' dropdown menu.

Project - Approval page

Note. Instructions on using the Project - Approval page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Projects,” Creating and Defining Projects

Establishing Project Activities

This section provides overviews of project activities and F&A rates and discusses how to:

- Set up project activities.
- Define project activities.
- Specify F&A rates for a project.
- Specify project activity locations.
- Add attachments to the project activity.
- Track activity quality.
- Track activity rates.

Understanding Project Activities

All transactions link to an activity, so each project must be associated with an activity. In 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 Enterprise Grants 8.9 PeopleBook* describes the pages that are used most often for grants-related activities. For complete instructions on using all the pages in the Project Activity component, refer to the instructions in your *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Activities”

Understanding F&A Rates

Here is how the system uses F&A rates at the post-award activity level:

- The Project Activity - FA Rates page houses the F&A bases and rates that the F&A process uses.
- You define during implementation the values that appear in the FA Base fields in the Institution, Sponsor, and Funded group boxes on the Facilities Admin Base page.
- The F&A base values that you enter on the Project Activity - FA Rates page must be the same as the values you enter on the FA Base Account tree during implementation.
- When you receive an award that is based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.
- The sponsor FA equals the funded FA base times the funded FA rate percentage.

The system posts to the general ledger only FA funds that the sponsor awards.

- If you establish an award without performing the usual pre-award proposal procedures, the default effective dates and rates are based on the rate type that you enter manually.
- You must make other modifications, such as no-cost extensions and continuations, manually.

Pages Used to Establish Project Activities

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
▶

Project: NIH005_P1 **Description:** The Effects of Insulin on Diab

Activity: BUNIH005_P1 ***Description:**

Activity Type:

System Source:

Activity Owner:

Percent Complete:

Processing Status: ▼

Activity Schedule

Duration in Days: [Create Predecessors](#)

***Start Date:**

***End Date:**

Deadline Date:

Constraint Type: ▼

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 Activity - General Information page (1 of 2)

Description

Find | View All First ◀ 1 of 1 ▶ Last

Date/Time Stamp: 01/31/05 1:37:15PM **User ID:** DVP1

Description:

Long Description:

[Go To:](#) [Resources](#) [Activity Status](#) [Project Transactions](#) [Deliverables](#)

Project Activity - General Information page (2 of 2)

Note. Instructions on using the Project Activity - General Information page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Defining Project Activities

Access the Project Activity - Definition page.

General Information
Definition
FA Rates
Location
Attachments
Quality
User Fields
Rates
▶

Project: NIH005_P1	Description: The Effects of Insulin on Diab	Charging Level: Detail
Activity: BUNIH005_P1	Description: Budget for Proposal NIH004_P1	

Details

Activity Owner

WBS ID 1

Enforce Team

Options

- New Milestone
- Allow Interest Calculation
- Enable Change Control

Scheduling

Calculate: Manual

Hours per Day: 8 MHR

***Schedule Method:**

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

Note. Instructions on using the Project Activity - Definition page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Specifying F&A Rates for a Project

Access the Project Activity - FA Rates page.

General Information	Definition	FA Rates	Location	Attachments	Quality	User Fields
Project: NIH005_P1	Description: The Effects of Insulin on Diab	Inherit from Program:				
Activity: BUNIH005_P1	Description: Budget for Proposal NIH004_P1					
F&A Rate Info Find View All First 1 of 1 Last						
Facilities Admin <input type="text" value="ONC"/> <input type="button" value="Search"/>	On Campus					
Rate:						
Institution Find View All First 1 of 2 Last						
FA Base: <input type="text" value="MTDC"/> <input type="button" value="Search"/>	Institution Rate	Eff Date <input type="text" value="07/01/2005"/> <input type="button" value="B1"/>	FA Rate % <input type="text" value="55.00"/>			
Sponsor Find View All First 1 of 2 Last						
FA Base: <input type="text" value="MTDC"/> <input type="button" value="Search"/>	Sponsor Rate	Eff Date <input type="text" value="07/01/2005"/> <input type="button" value="B1"/>	FA Rate % <input type="text" value="55.00"/>			
Funded Find View All First 1 of 2 Last						
FA Base: <input type="text" value="MTDC"/> <input type="button" value="Search"/>	Funded Rate	Eff Date <input type="text" value="07/01/2005"/> <input type="button" value="B1"/>	FA Rate % <input type="text" value="55.00"/>			

Project Activity - FA Rates page

To set up F&A rates for post-awards:

1. Select a facilities administration rate.
Values include *Animal Care*, *On Campus*, *Off Campus*, *Institutional Research*, and *Instruction*.
2. Select an FA base rate for the institution, the sponsor, and the funded amount.
3. Enter multiple effective dates and F&A rate percentages for each base.
The bases must have the same names as the tree nodes for which the calculation will be run.
4. Click Save.

Note. Never select the same base for two different rate types under the same activity. Likewise, if you establish a base tree with duplicate accounts, never define two bases that contain the same account under the same project activity.

Specifying Project Activity Locations

Access the Project Activity - Location page.

General Information		Definition		FA Rates		Location		Attachments		Quality		User Fields									
Project: NIH005_P1		Description: The Effects of Insulin on Diab				Inherit from Program:															
Activity: BUNIH005_P1		Description: Budget for Proposal NIH004_P1																			
Location														Find View All		First		1 of 1		Last	
*Effective Date: 01/31/2005		Sequence: 1																			
Location Code: ALBERTA				Description: Alberta - Canada																	
Country: CAN		Canada																			
Address 1: Address 1																					
Address 2:																					
Address 3:																					
City: Alberta																					
County: County		Postal: A9A 9B9																			
State: AB		Alberta																			
Add Location																					
Go To:		Resources		Activity Status		Project Transactions		Deliverables													

Project Activity - Location page

Note. Instructions on using the Project Activity - Location page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Add Attachments to the Project Activity

Access the Project Activity - Attachments page.

General Information | Definition | EA Rates | Location | **Attachments** | Quality | User Fields

Project: NIH005_P1 **Description:** The Effects of Insulin on Diab **Inherit from Program:**
Activity: BUNIH005_P1 **Description:** Budget for Proposal NIH004_P1

Document Attachments Customize | Find | View All | First 1 of 1 Last

Requests	Attached File
1	

Go To: [Resources](#) [Activity Status](#) [Project Transactions](#) [Deliverables](#)

Project Activity - Attachments page

Note. Instructions on using the Project Activity - Attachments page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Tracking Activity Quality

Access the Project Activity - Quality page.

General Information | Definition | EA Rates | Location | Attachments | **Quality** | User Fields

Project: NIH005_P1 **Description:** The Effects of Insulin on Diab **Inherit from Program:**
Activity: BUNIH005_P1 **Description:** Budget for Proposal NIH004_P1

Quality Find | View All First 1 of 1 Last

Quality Date: 01/31/05 1:37PM

Quality Type: ACC Accuracy

Quality Rating: **Quality Weighting:**

Team Mate: IXHEEE102 Angelini,Gina

Comments:

Go To: [Resources](#) [Activity Status](#) [Project Transactions](#) [Deliverables](#)

Project Activity - Quality page

Note. Instructions on using the Project Activity - Quality page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Tracking Activity Rates

Access the Project Activity - Rates page.

Project: 0000000115 **Description:** Demo Project with Funds Dist. **Inherit from Program:**

Activity: 0000000000000002 **Description:** Federal

Sold To Customer	Contract Number	Line	Rate Selection	Description
-	-	Billing	Revenue	-

Effective Date	Status	Rate Selection	Rate
04/06/2005	A	Rate Set	GMRT1

Go To: [Activity Team](#) [Activity Status](#) [Project Transactions](#) [Deliverables](#)

Project Activity - Rates page

Note. Instructions on using the Project Activity - Rates page appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Establishing Project Budgets

This section provides an overview of project budgets and discusses how to:

- Define budget plans.
- Verify budget journal information.

Understanding Project Budgets

The system populates the Budget Entry - Budget Detail page with summarized budget data during the award generation process. However, you can modify, add, or delete budget lines on the page.

On the Budget Entry - Budget Detail page, you can:

- Assign required ChartFields within the budget journal.
- Post budgets by budget period.
- Generate rows in the Project Resource table (PROJ_RESOURCE) after the budget journals have successfully posted to Commitment Control.

Grants uses these lines to generate controlled budget journals and project budget lines.

Here is some general information about using ChartField lines on the Budget Entry - Budget Detail page:

- The system populates lines in the ChartField grid during the award generation process.
- You can specify budget details for each budget item in a project.
- You can post budget information by budget period.
- You can insert resource lines into the grid at any time and post lines individually.
- You can delete lines only if you have not generated a journal for the budget line.
- The data that you enter in the grid is the basis for generating budget journals for controlled budgets and for budget data that is stored in Grants.

Pages Used to Establish Project Budgets

Page Name	Object Name	Navigation	Usage
Budget Detail	PC_BUD_DETAIL2	Grants, Awards, Project Budgets	Enter budget amounts that are associated with a particular budget plan.
Budget Inquiry	GM_PRJ_BUD_INQ	Grants, Awards, Project Budget Inquiry	View budget information for specific projects.
Review Commitment Control	PC_KK_INTFC_EXCEPT	Grants, Awards, Commitment Control Errors	View errors created when processing a project budget using Project Costing. <i>See PeopleSoft Enterprise Project Costing 8.9 PeopleBook, "Integrating with Commitment Control," Setting Up Project Costing for Commitment Control.</i>

Defining Budget Plans

Access the Budget Detail page.

Budget Detail

Project: PD Description: The effects of insulin on labo Funded Amount: \$100,000.000
 Budget Period: 1 Begin Date: 10/01/2004 End Date: 09/30/2005 Finalize Process Monitor

Project Budget Summary

Total Budget: \$0.000 Currency: Total Budget: \$218,100.000

Budget Amounts for Period Customize | Find | View All | First 1-8 of 8 Last

Activity	Budget Item	Period	Begin Date	Quantity	Unit of Measure	Amount	Currency		
V1	ANIMAL	1		1.00		5,450.00	USD	+	-
V1	EQUIP	1		1.00		9,050.00	USD	+	-
V1	EQUIP	1		1.00		9,050.00	USD	+	-
V1	EXP_TRAVEL	1				0.00	USD	+	-
V1	FACADM	1		1.00		25,500.00	USD	+	-
V1	FRINGE	1		1.00		8,000.00	USD	+	-
V1	PERSON	1		1.00		40,000.00	USD	+	-
V1	SUPL	1		1.00		12,000.00	USD	+	-

Budget Detail page

Note. The award generation process creates budget plans. 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

Click *Finalize* after making changes to an active budget period. The system finalizes the plan by picking up the rows only for a budget period and not the entire plan, as in Project Costing. 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_WRAPPER).
- The budget rows are sent to the Project Resource table (PROJ_RESOURCE). Rows are sent only once. Finalizing adds rows to the Project Resource interface table and calls the Projects Interface Edit process (PC_INTFEDIT).
- To 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. You can, however, add new rows to the grid, and re-finalize the budget period.

Project Budget Summary

Total Budget Displays a rolled-up value based on the node that is selected.

General Tab

The system populates the General tab with budget details from the proposal, including amounts for the budget activities belonging to the project.

Sent to Project Costing If this check box is selected, the budget has been sent to the Project Resource table.

Project Detail Tab

Specify the values for the project-related fields for the Grants budget rows that are displayed.

General Ledger Detail Tab

Specify the General Ledger ChartField values for the Grants budget rows that are displayed . When the system creates budget journals, it books the budget row amounts to the specified 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 that you are posting, use the Budget Line Code field to indicate whether the budget row is *Original*, *Adjustment*, *Roll Forward*, and so on. *Original* is the default value. If you have funding source control enabled in your commitment control setup, the system displays the appropriate value here.

Note. If there are any errors while posting to commitment control, the system stores the error rows on the Review Commitment Control page. You can find the commitment control posting error, fix the error, and re-send the lines to commitment control.

Grants Detail Tab

Facilities and Administrative

Click to designate that the line is an F&A line.

Cost Sharing

Click to designate that the line is a cost-sharing line.

Instructions on defining budgets also appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Managing Budget Exceptions”

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Integrating with Commitment Control,” Sending Commitment Control Transactions to Project Costing

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Budgeting Project Costs and Revenue”

[Chapter 5, “Structuring Grants,” Commitment Control Setup Steps for Grants, page 56](#)

Verifying Budget Journal Information

Access the Budget Inquiry page.

Budget Inquiry

EGV05 **Project:** NIH005_P1 The Effects of Insulin on Diab

Budget Period Find | View All First 1 of 5 Last

Budget Period: 1 **Currency:**

Details Customize | Find | First 1-8 of 8 Last

Budget Lines | GL Info | Posted, FA, C/S Info

Budget Item	Activity	Transaction ID	An Type	BU Amount
PERSON	BUNIH005_P1	10000868	BUD	\$40,000.00
FRINGE	BUNIH005_P1	10000869	BUD	\$8,000.00
ANIMAL	BUNIH005_P1	10000870	BUD	\$49,500.00
CONSLT	BUNIH005_P1	10000871	BUD	\$180,000.00
OTHER	BUNIH005_P1	10000873	BUD	\$60,000.00
EQUIP	BUNIH005_P1	10000874	BUD	\$18,500.00
FACADM	BUNIH005_P1	10000875	BUD	\$144,000.00
CONSLT	BUNIH005_P1	10000957	BUD	\$20,000.00

Sponsor Direct: 376,000.000 **Sponsor FA:** 144,000.000 **Total Sponsor Budget:** 520,000.00

Institution C/S: 0.000

Budget Inquiry page

After you successfully post the budget journals, you can inquire 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:

- Process F&A costs.
- Use the F&A interactive error report.

Understanding F&A Processing

This section discusses:

- F&A cost calculations.
- Analysis types and cost sharing.
- F&A processing.

- Waived and cost-shared F&A lines.
- How Grants uses F&A rates at the post-award activity level.

F&A Cost Calculations

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 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 Grants rather than to Project Costing. The F&A process computes only Grants-related lines.

- F&A status (FA_STATUS).

When the system processes Grants lines, it updates the FA_STATUS to prevent lines from being reprocessed. The process selects only those lines with an F&A status of *N* or with a blank status line. If you enter a line directly into the Grants system, its default F&A status is *N*; however, the feeder systems don't assign a value to FA_STATUS, so all lines that come from feeder systems have a blank value.

- FNA 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 Time & Labor and Accounts Payable applications, include *PAY* and *ACT* analysis types in the FNA analysis group. If you use an analysis group other than *FNA*, you must modify the process for it to run properly.

Analysis Types and Cost Sharing

Grants enables you to select the analysis type with which a line is stamped when it comes into Grants from a feeder system.

Here's some general information about using analysis types and cost sharing in 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, you 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, you group analysis types into analysis groups.
- Grants has hard-coded the FNA analysis group in the F&A process, so you should use this analysis group to group all F&A analysis types.

F&A Processing

Here is some general information about how the system processes F&A transactions:

- The F&A process calculates F&A amounts at the transaction line level based on actual expense transaction amounts, F&A bases, and F&A rates.
- You establish default bases and rates in the Maintain Institution (Grants, Institutions, Facilities Admin Rates) and Maintain Sponsor (Grants, Sponsors, Facilities Admin Rates) components.

The system, however, ultimately uses the information on the Project Activity F&A Rates page (Grants, Awards, Project Activity, FA Rates) for the actual computation.

- The system uses the accounting date on the original transaction line to find the appropriate effective date and rate for the F&A calculation.
- When the system processes a transaction for F&A, it updates the FA_STATUS to *D* to prevent it from re-extracting the same lines.
- The process calculates F&A amounts for all sponsor-funded actual costs (this amount is stored in Grants and 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 Grants).

The process creates the various F&A lines in the following way:

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.
- The system stores all F&A lines in Grants and General Ledger.

If you select the Edit Combinations check box on the Projects Options page (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Projects Options), the F&A process validates combination edits. The combination edit process is optional.

- Based on the selections that you make within the Installed Products page (Set Up Financials/Supply Chain, Install, Installation Options, Products), the F&A process can be subject to Commitment Control.

If you elect to use Commitment Control, the F&A expense lines are always budget-checked. In addition, you may also budget-check the revenue offset lines.

Waived and Cost-Shared F&A Lines

Here is some general information about how the system processes waived and cost-shared F&A lines:

- In addition to computing sponsor-funded F&A, you can calculate waived and cost-shared F&A lines.

Define these options at the business unit level.

(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 that you make in the Waived FA Calc Method group box on the Project Activity - Definition page determines whether the system calculates this amount using institution or sponsor information.

- The WFA amount has no offset line and is stored only in the Grants tables.

This computation captures the difference between the amount of F&A that could have optimally been recovered and the amount that was actually awarded by the sponsor.

$$(\text{Cost Shared Amount} \times \text{Institution Rate}) \text{ or } (\text{Cost Shared Amount} \times \text{Sponsor Rate}) = \text{Cost Shared F\&A (Analysis Type CFA)}$$

- The cost-shared F&A calculation is based upon whether you select the institution or sponsor option on the Project Activity - Definition page.

The CFA (cost share facilities and administration) line has no offset and is stored only in the Grants tables. This computation allows for the full costing of grants expenditures.

- Grants stamps all F&A lines with the resource ID from the original transaction.

This provides a link between direct and F&A costs. The Resource ID From field contains this resource ID

- The system stores all lines created by the F&A process in an audit table that you can use for reconciliation and audit purposes.
- The system stores all lines that fail the F&A process in an error table that you can use to make corrections. You can view the error log online through the FA Error Interactive Report page (Grants, Awards, FA Error Interactive Report).

How Grants Uses F&A Rates at the Post-award Activity Level

The F&A Rates page stores the F&A bases and rates that the F&A process uses. Here's how the system uses F&A rates in post-award processing:

- When you receive an award based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.
- If you establish an award without performing the usual pre-award proposal procedures, the effective dates and rates appear by default based on the rate type that you enter manually.

You must make any other modifications, such as no-cost extensions and continuations, manually.

Note. Never select the same base for two different rate types under the same activity. Likewise, if you establish a base tree with duplicate accounts, never define two bases that contain the same account under the same project activity.

See Also

[Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 38](#)

[Chapter 9, "Establishing Awards and Projects," Establishing Project Activities, page 255](#)

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Managing Budget Exceptions," Viewing and Handling Budget Transaction 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 about F&A errors.

Processing F&A Costs

Access the Process Facilities Admin page.

Process Facilities Admin page

Here is how the system processes F&A information from this page:

- This run control page triggers a PeopleSoft Process Scheduler request. You can process the F&A using the *All* value in the Date Option field.
- You can automate this request to run at certain times, such as on the 15th of every month; however, you must coordinate running this process with running other processes in your financials systems.
- No upper limit is made to F&A dollar amounts in 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 Grants, run the Journal Generator to send sponsor F&A, its offsets, and any due to and due from lines to General Ledger.
- When the lines are in General Ledger, you need to edit them and post them to a ledger.

Exception Accounting Date Select to specify an accounting date other than the current date for F&A processing. When you select this option, a field appears in which you can

select a date. The system assigns the date you specify to all F&A lines created from this run control page.

Using the F&A Interactive Error Report

Access the FA Error Interactive Report page.

The screenshot shows the 'FA Error Interactive Report' page. It features a search criteria section with the following fields: Business Unit (US001), Project, Activity ID, Accounting Date From, Thru, Transaction Date From, and Thru. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Facilities and Administration Inquiry' section with tabs for ID, Chartfields, Date and Amount, and Errors. The 'Errors' tab is selected. The table below has columns for Business Unit, Project, Activity ID, Transaction ID, and PostSeq#.

ID	Chartfields	Date and Amount	Errors	
Business Unit	Project	Activity ID	Transaction ID	PostSeq#

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 it ran the F&A process for a particular business unit, project, or activity, it 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 Enterprise Commitment Control 8.9 PeopleBook, “Managing Budget Exceptions”

Reviewing Grants Information

After you implement 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 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 Grants proposals.

Reviewing Award Inventories

Access the Award Inventory page.

Award Inventory

Business Unit: EGV05

Search Criteria for Award Inventory Retrieve

Sponsor ID:

Award PI ID:

Award Status:

Details Customize | Find | First 1-14 of 14 Last

Award ID	Sponsor	Reference Award Number	Award PI
CON000000000027	National Institute of Health Science		Schumacher,Kenneth
CON000000005001	National Institute of Health Science		Schumacher,Kenneth
CON000000005002	National Institute of Health Science		Schumacher,Kenneth
CON000000200005	National Institute of Health Science		Schumacher,Kenneth
CON002000000007	National Institute of Health Science		Schumacher,Kenneth
CON002000001034	National Institute of Health Science		Schumacher,Kenneth
EKKTESTING2	National Institute of Health Science		Schumacher,Kenneth
EKKTESTING3	National Institute of Health Science		Schumacher,Kenneth
EKKTESTING4	National Institute of Health Science		Schumacher,Kenneth
genworkingnew	National Institute of Health Science		Schumacher,Kenneth
NIH005	National Institute of Health Science		Schumacher,Kenneth
PDTEST1	National Institute of Health Science		Schumacher,Kenneth
Y_01	National Institute of Health Science		Schumacher,Kenneth
Z-DEM04	National Institute of Health Science	1-R01-DK45892	Schumacher,Kenneth

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: NIH005_P1 Currency: USD

Lookup Analysis Group
 Cost Sharing Non Cost Sharing

Lookup Dates
 Award Begin / End Date: Extract Begin / End Date:
 From Date: 10/01/2003 From Date: 10/01/2003
 To Date: 09/30/2008 To Date: 01/31/2005

[Retrieve](#)

Details Customize | Find | First 1-7 of 7 Last

Project Forecast Info More Forecast Info

Account	Budget	Actuals	Encumbered	Pre Encumbered		
1 2010	0.000	-3,000.000	0.000	0.000	+	-
2 6005	229,500.000	2,000.000	0.000	0.000	+	-
3 6006	18,500.000	2,000.000	0.000	0.000	+	-
4 6011	60,000.000	0.000	0.000	0.000	+	-
5 6014	40,000.000	1,000.000	0.000	0.000	+	-
6 6018	8,000.000	0.000	0.000	0.000	+	-
7 6600	144,000.000	500.000	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: NIH005_P1 Currency: USD

Lookup Analysis Group
 Cost Sharing Non Cost Sharing

Lookup Dates
 From Date: 01/31/2005 To Date: 01/31/2005

[Retrieve](#)

Details Customize | Find | First 1 of 1 Last

Project Variance Info More Variance Info

Account	Account Description	Budget	Actuals	Encumbered	Pre Encumbered		
1		0.000	0.000	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:

Sponsor ID: 1018 End Date:

PI ID: Due Date:

Status: Type:

Details Customize | Find | First | 1-121 of 121 | Last

Business Unit	Proposal ID	Version ID	Title	Sponsor	Proposal PI	Type	Status	Start Date	End Date
EGV05	CON000000000023	NEXT	The effects of insulin on diabetic rats	National Institute of Health Science	Schumacher,Kenneth	New	Submitted	10/01/2001	09/30/2006
EGV05	CON000000000023	V1	The effect of insulin in diabetic rats	National Institute of Health Science	Schumacher,Kenneth	New	Draft	10/01/2005	09/30/2010
EGV05	CON000000000024	V1	TEST	National Institute of Health Science	Schumacher,Kenneth	New	Draft	01/01/2006	01/01/2007
EGV05	CON000000000025	V1	The effect of insulin in diabetic rats	National Institute of Health Science	Schumacher,Kenneth	New	Draft	10/01/2005	09/30/2010
EGV05	CON000000000026	V1	rtetetet	National Institute of Health Science	Schumacher,Kenneth	New	Draft	11/17/2004	11/17/2005
EGV05	CON000000000027	NEXT	The effects of insulin on diabetic rats	National Institute of Health Science	Schumacher,Kenneth	New	Submitted	10/01/2001	09/30/2006
EGV05	CON000000000027	V1	The effect of insulin in Diabetic rates	National Institute of Health Science	Schumacher,Kenneth	New	Awarded	10/01/2005	09/30/2010

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 close outs and project and activity close outs and discusses how to:

- Close out contracts.
- Create status types to limit transactions coming into Project Costing.
- Close out projects.
- Close out activities.
- Close out budgets.
- Initiate the Budget Close Process

Understanding Contract Close Outs

Contracts with *Closed* status have these attributes:

- Data fields are not available for entry.
- Downstream processing is not allowed for the contract.
- The contract passed system data validation to verify that all processing that is related to the contract is complete.
- The contract is not included in prompt pages for other applications.

When you are closing out contracts, be aware that:

- No system checks prohibit you from changing the status of a contract from *Pending* to *Closed*.
For you to change the process status for a contract from *Active* to *Closed*, billing plans must not be linked to a contract with a status of *In Progress*.
Here are some reminders:
 - Unless you are closing a contract due to termination, verify that the status for all billing plans is *Complete*.
You can close a contract that is linked to a billing plan with a status of *Pending* or *Ready*.
 - The revenue recognition plan status for any revenue recognition plans that are linked to the contract must not be *In Progress*.
 - Unless you are closing a contract due to termination, verify that the status for all revenue recognition plans is *Completed* or *Canceled*.
You can close a contract that is linked to a revenue recognition plan with a status of *New*, *Ready*, or *Reversed*.
 - Verify that no amendments are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.
 - Verify that no prepayments are *Pending* or *Active*; they must be either *Complete* or *Inactive*.
 - Verify that no renewal packages are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.

The processing statuses can flow forwards only; that is, you cannot:

- Change the status from *Active* back to *Pending*.
- Change the status from *Closed* back to *Active*.
- Change the status from *Closed* back to *Pending*.

When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next processing status level. Unless the contract meets all of the necessary criteria, the processing status cannot advance.

Understanding Project and Activity Close Outs

You can control resource transactions that come from PeopleSoft feeder systems based on the analysis type of the incoming 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 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 Enterprise Project Costing 8.9 PeopleBook, “Working with Transactions,” Controlling Incoming Transactions

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data,” Defining Status Types

PeopleSoft Enterprise Project Costing 8.9 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 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 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

Contract Number: CON000000000027

Sold To Customer: National Institute of Health Science

***Contract Status:**

Add to My Contracts

Description:

Contract Admin:

Region Code:

Contract Type:

Currency Code: USD

Exchange Rate Type:

Contract Signed:

Processing Status: Pending

Amendment Status

Business Unit: EDUC & GVT - BU 5

Contract Classification: Standard

Last Amended:

Start Date: 10/01/2005

End Date: 09/30/2010

Last Update Date/Time: 12/01/2004 2:35:34PM

Last Update User ID: DVP1

▼ Other Information

Template Contract

Master Contract

Legal Review Complete

Credit Check Complete

Contains Cotermination Lines

[View Award Profile](#)

Parent Contract:

Master Contract:

Legal Entity:

Purchase Order:

Proposal ID:

Contract - General page (1 of 2)

▼ Summary of Amounts

Contract Amounts

Negotiated Amount:	0.00
Discounts/Surcharges:	0.00
Non-inclusive Prepays:	0.00
<hr/>	
Total:	0.00
Estimated (less Prepays):	124,150.00
<hr/>	
Estimated Total:	124,150.00

*Allocation Complete

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#)

Contract - General page (2 of 2)

Change the contract status to *Closed* to indicate that either the contract has been terminated midstream (the status went directly from *Pending* to *Closed* or was canceled after processing) or archived (all contractual obligations have been fulfilled and all entitlements received). Contracts that are set to *Closed* are removed from processing and views, but the historical contract data is still available by query.

Note. For As-incurred billing plans, you must manually change the status on the Billing Plan General page because the system doesn't know when the last transactions have been accumulated in Project Costing and processed through to 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 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 Enterprise Contracts 8.9 PeopleBook, “Structuring Contracts,” Defining Contract Types

Creating Status Types to Limit Transactions Coming into Project Costing

Access the Status Types page.

Status Types

SetID: SHARE Project Status: A

Status Type	Find	View All	First	1 of 1	Last
Effective Date: 08/11/2004 *Status: Active *Description: Approved Processing Status: Active					

Status Control Find View All First 1 of 1 Last

Analysis Type:
 Control Action:

[Return to Project Options](#)

Status Types page

You can identify the project statuses which you want to use.

Effective Date

Select the date when the status change goes into effect. Status types are effective-dated, so multiple statuses can be defined and applied sequentially to a project or activity over time.

Status

Active appears by default. Select *Inactive* to deactivate the Status Control options that are associated with the effective date.

Processing Status

Select system delivered values of Active, Inactive, or Pending. Each project status needs to also be associated with a processing status in the system.

Analysis Type

Select an analysis type to specify the transactions used by a feeder application that you want to exert control over. The analysis type from each feeder

application is defined on the Installation Options - Project Costing Integration page.

Control Action

Select a value to associate with the analysis type. Values include:

- *Warning:* A warning appears before Project Costing accepts transactions that are specified in the Analysis Type field.
- *Reject:* Transactions that are specified in the Analysis Type field are rejected by Project Costing.
- *None (blank):* No project control action will occur if the Project Control Action check box is left blank

Warning! Status type flags (project control actions) do not prevent feeder system transactions from being posted to General Ledger because the transactions are already part of the financials system. The Reject Project Control action prevents the transaction from being entered in Project Costing only.

Closing Out Projects

Access the Project - Status page.

Status

Project: NIH005_P1 **Description:** The Effects of Insulin on Diab

Project Status		Find View All	First	1 of 1	Last
Effective Date:	02/01/2005	Sequence:	0		
*Status:	In Service	Priority:	0		
Interest Calculation Factor:	0.0	Comments:			

Project - Status page

This page drives the processing status on the Project General page. To activate a project, you add a new row with that status that is listed on the Project Setup page as Active. That is how you activate the project during the award generate and pre-spending process.

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: NIH005_P1 **Description:** The Effects of Insulin on Diab **Inherit from Program:**

Activity: BUNIH005_P1 **Description:** Budget for Proposal NIH004_P1

Activity Status Find | View All First 1 of 1 Last

***Effective Date:** **Sequence:** + -

***Status:** Forecasted

Activity Priority:

Comments:

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
Close From/To
Offset Accounts

SetID: SHARE **Closing Rule:** DEPT_BUDGETS

Effective Date Find | View All First 1 of 1 Last

***Effective Date:** ***Status:** + -

***Description:**

Comments:

***Ledger Group for Prompting:**

***Balance Forward Option:**

Don't Roll Forward if Expired or Closed

Roll Forward Negative Remaining Balances

Journal ID Mask: **Entry Event:**

Closing Rule Options page

Use this page to define the closing rules for the Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.

After you identify the closing rules for a Commitment Control budget, you can process the close when you need to by using the Budget Close Request page. The Budget Close process (FSPYCLOS) applies the closing rules to the selected 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 Enterprise Commitment Control 8.9 PeopleBook, “Closing and Withdrawing Commitment Control Budgets”

Initiating the Budget Close Process

Access the Budget Close Request page.

Budget Close Request

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#) [Go To Budget Close Validation](#)

Process Request Parameters Find | View All First 1 of 1 Last

Request Number: 1 Business Unit for Prompting: US001

Process Frequency Closing Set:

Once Always Don't Run

As of Date: 02/01/2005 *Request Type: Close [Undo List](#)

*Output Options: Create Calc Log and Output

Specify Business Unit(s)

Selected Detail Values Detail - Selected Parents

Tree SetID: **Select Business Units** Find | View All First 1 of 1 Last

Tree: *Values/Nodes

Level:

Budget Close Request page

Instructions on using the Budget Close Request page appear in the *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Closing and Withdrawing Commitment Control Budgets,” Running and Validating the Budget Close Process to Close and Reopen Budgets

CHAPTER 10

Preparing and Submitting a Protocol

This chapter provides an overview of protocol management and explains how to:

- Maintain protocol information.
- Enter protocol data.
- Maintain committee meetings and dispositions.
- Copy protocols and versions.

Understanding Protocol Management

Protocol Management provides an automated system that enables you to document and amend human and animal protocols and to facilitate the management of the necessary approval processes for approving authority; such as the Institutional Review Board (IRB) and the Institutional Animal Use and Care Committee (IACUC).

This section discusses:

- The protocol architecture.
- The rules for status and phase types.

The Protocol Architecture

Protocol Management architecture is designed with two levels: header and version. The header level is a parent to the child version level. Header information remains static regardless of the many modifications, reviews, or renewals that the protocol may undergo in its full life cycle. Version information may change frequently; therefore, copying functionality becomes necessary to avoid manual reentry of data into the next version to retain history. The distinction between these two levels enables maximum flexibility in copying versions and in tracking changes between versions, which is essential to protocol management.

The Rules for Status and Phase Types

The protocol undergoes a series of phases during its life. The system captures phases at the version level through the phase type. A protocol moves from one phase to the next by way of version creation. Only one version can govern at any one time and is considered the current version. By viewing the versions in relation to one another on the version grid you can determine the history and flow of the protocol life. Phases and versions follow these rules:

- The system creates the initial, new protocol header with a version of phase type *New* and status of *Draft*. You cannot add or copy versions at this stage.
- When you submit the protocol version, the status changes to *Pending*. You cannot copy this version until the status changes to *Approved* or *Returned*.

- If the disposition is issued as approved, the status also changes to *Approved*. You can now copy the protocol version
- If the disposition is issued as returned, the status also changes to *Returned*. You can now copy the protocol version.

Note. You can copy any protocol which is in any status. The status of the new copied protocol is always reset to *Draft*. You can copy a protocol version only when the status is *Approved* or *Returned*.

Note. There are restrictions for copying a Protocol Version. A Protocol is copied to a brand new protocol within the same Protocol type. Example, animal to animal and human to human.

The seven protocol management statuses are:

- *Draft*: The version is added or copied, but not submitted.
- *Pending*: The draft version is submitted (date/time stamped) for the review process.
- *Approved*: The pending version is reviewed and approved by the reviewing authority.
- *Denied*: The pending version is reviewed and denied by the reviewing authority. This status cannot be changed, as it captures indefinitely that this version was rejected. You can copy this protocol to a new protocol but are not permitted to act against it in any other way.
- *Returned*: The pending version is reviewed and returned for further modifications by the reviewing authority.
- *Expired*: The version is approved and has expired because the project end date has passed.
- *Inactive*: The version is submitted for the review process by not action was taken against it.

The version level status reflects the status for the entire protocol (for example, header) as this is the only status, and only one version governs at any given time. Carrying the status at the version level allows for maximum flexibility when you are creating the various phase type protocol versions.

The phase type enables the tracking of submissions and re-submissions of the various phases of the protocol. The reviewing committee must be able to track such changes to make their final approval as well as for ongoing reviews and reporting. A phase type, along with the status, helps identify which phase the protocol is in. The phase types are:

- *New*: Indicates a brand new protocol version. It is at the first phase.
- *Modified*: Indicates changes or updates being made to:
 - An approved protocol version which is initiated by the Principal Investigator (for example, a minor amendment), or
 - A pending protocol version that was returned by the review committee (for example, a disposition requested clarification of methodology) so that a modified version is created to which the PI updates with appropriate changes and then resubmits for approval.
- *Continuing Review*: Indicates a scheduled review of how the protocol research is progressing. The PI is responsible for informing the review committee of the progress for their approval. The interval from review to review is typically no greater than a year. The Continuing Review interval is preestablished at setup time on the BU-Award Set Up page. The system automatically increments the next CR date, beginning at the start date, by the number of months that you have determined, and this date is displayed on the Version Info page. Also, this is the date by which workflow notifications are triggered.
- *Renewal*: Indicates updates to the approved protocol for the purpose of renewing (or extending) protocol research. In this case, the user would also update the expiration date. If after receiving a notification that

protocol is approaching its end date and you want to renew it, you can copy to a new version and reenter a new start and end date for the process to begin again.

Note. You can also create a new protocol ID altogether for this purpose as well. By copying a version, however, you have the advantage of retaining the link with the previous approved protocol period and header.

This table shows the rule set for how the phase type and status, along with other fields, interact and change the state of the protocol:

Phase Type	Original Status	Approval, Denied, Returned Dates Populated	Status Changed To	Description	Status Change Trigger
New	Draft	N/A	Pending	You submit a new draft protocol for review.	Click the Submit button. The system enters a value into the Submitted Date field and changes the status to <i>Pending</i> .
New	Draft	N/A	Inactive	You create a new protocol, but no action is taken against it.	You can run the batch process for statuses that have remained in Draft, Pending, and Returned status for an extended length of time. Then proceed with a follow-up action, such as changing the status to <i>Inactive</i> .
New	Pending	Yes/Denied	Denied	The committee review denies approval.	Committee review issues a disposition of <i>Denied</i> , and the system updates the Disposition Date field and changes the status to <i>Denied</i> .

Phase Type	Original Status	Approval, Denied, Returned Dates Populated	Status Changed To	Description	Status Change Trigger
New	Pending	Yes/Returned	Returned	The committee review requests changes to a protocol.	The committee review issues a disposition of <i>Returned</i> . The system then updates the Returned On Date field and changes the status to <i>Returned</i> . You must now create a modified type version and resubmit that version.
New	Pending	N/A	Inactive	You submitted the protocol to the committee for review; however, no action was taken against it	You can run the batch process for statuses that have remained in Draft, Pending, and Returned status for an extended length of time. Then proceed with a follow-up action, such as changing the status to <i>Inactive</i> .
New	Pending	Yes/Approved	Approved	The protocol was submitted, reviewed, and approved.	The committee review issues a disposition of <i>Approved</i> . The system updates the Disposition Date field and changes the status to <i>Approved</i> .
New	Approved	N/A	Expired	An approved protocol expires because the project end date has passed.	The system changes the status when the scheduled batch process runs.

Phase Type	Original Status	Approval, Denied, Returned Dates Populated	Status Changed To	Description	Status Change Trigger
New	Returned	N/A	Inactive	The committee returned the protocol for further modification; however, no action was taken against it.	You can run the batch process for statuses that have remained in Draft, Pending, and Returned status for an extended length of time. Then proceed with a follow-up action, such as changing the status to <i>Inactive</i> .
New	Denied	N/A	N/A	The committee denied the protocol.	This status cannot be changed. The status flow process stops and the status is captured for recording purposes.
New	Inactive	N/A	N/A	See preceding reasons that a protocol becomes inactive.	This status cannot be changed. The status flow process stops and the status is captured for recording purposes.
New	Expired	N/A	N/A	The approved protocol expired.	This status cannot be changed. The status flow process stops, and the status is captured for recording purposes.

Phase Type	Original Status	Approval, Denied, Returned Dates Populated	Status Changed To	Description	Status Change Trigger
Modified	Draft	1) N/A or 2) Yes/Returned	Pending	1) You copy an approved protocol to a modified version (because it needed to be changed after approval) and resubmit it for review again. Or, 2) because the committee requests amendments to a new protocol prior to approval, you copy it to a modified version, update it accordingly, and then resubmit the protocol for final approval.	Click the Submit button. The system then updates the Submitted Date field, and changes the status to <i>Pending</i> .
Modified	Draft	N/A	Inactive	See description for New.	See status change trigger for New.
Modified	Pending	Yes/Denied	Denied	See description for New.	See Status Change Trigger for New
Modified	Pending	Yes/Returned	Returned	See description for New	See status change trigger for New.
Modified	Pending	N/A	Inactive	See description for New.	See Status Change Trigger for New
Modified	Pending	Yes/Approved	Approved	See description for New	See status change trigger for New.
Modified	Approved	N/A	Expired	See description for New.	See status change trigger for New.
Modified	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Modified	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Modified	Inactive	N/A	N/A	See description for New.	See status change trigger for New.

Phase Type	Original Status	Approval, Denied, Returned Dates Populated	Status Changed To	Description	Status Change Trigger
Modified	Expired	N/A	N/A	See description for New.	See status change trigger for New.
Renewals	Draft	N/A	Pending	See description for New.	See status change trigger for New.
Renewals	Draft	N/A	Inactive	See description for New.	See status change trigger for New.
Renewals	Pending	Yes/Denied	Denied	See description for New.	See status change trigger for New.
Renewals	Pending	Yes/Returned	Returned	See description for New.	See status change trigger for New.
Renewals	Pending	N/A	Inactive	See description for New.	See status change trigger for New.
Renewals	Pending	Yes/Approved	Approved	See description for New.	See status change trigger for New.
Renewals	Approved	Yes/Approved	Expired	See description for New.	See status change trigger for New.
Renewals	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Renewals	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Renewals	Inactive	N/A	N/A	See description for New.	See status change trigger for New.
Renewals	Expired	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Draft	N/A	Pending	See description for New.	See status change trigger for New.
Continuing Renewals	Draft	N/A	Inactive	See description for New.	See status change trigger for New.
Continuing Renewals	Pending	Yes/Denied	Denied	See description for New.	See status change trigger for New.
Continuing Renewals	Pending	Yes/Returned	Returned	See description for New.	See status change trigger for New.
Continuing Renewals	Pending	N/A	Inactive	See description for New.	See status change trigger for New.

Phase Type	Original Status	Approval, Denied, Returned Dates Populated	Status Changed To	Description	Status Change Trigger
Continuing Renewals	Pending	Yes/Approved	Approved	See description for New.	See status change trigger for New.
Continuing Renewals	Approved	Yes/Approved	Expired	See description for New.	See status change trigger for New.
Continuing Renewals	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Continuing Renewals	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Inactive	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Expired	N/A	N/A	See description for New.	See status change trigger for New.

Maintaining Protocol Information

This section provides an overview of the maintain protocol header component and explains how to:

- Maintain protocol information.
- Create attachments.

Understanding the Maintain Protocol Header Component

The maintain protocol header component captures static, header level protocol data, which remains consistent even if amendments, modifications, or renewals are created. This header component serves as the parent for version level data. Parent and child architecture allows for maximum flexibility in design—for the copy functionality, the ability to associate multiple approved iterations of a protocol during its total life cycle. The Version History grid displays all versions for this protocol. You maintain history because each version, after being submitted, is locked down and becomes uneditable. Both human and animal type protocols share the same portal navigation to the General Information search and add page. They share the same underlying architecture; however, depending on its associated protocol subtype, various fields and pages become hidden or available.

Pages Used to Maintain Protocol Information

Page Name	Object Name	Navigation	Usage
Maintain Protocol	GM_PCL_HDR	Grants, Protocols, Maintain Protocol, Maintain Protocol	Enter static, header-level protocol data.
Attachments	GM_PCL_HDR_ATT	Grants, Protocols, Maintain Protocol, Attachments	Enter static, header-level protocol data.

Maintaining Protocol Information

Access the Maintain Protocol page.

Maintain Protocol | Attachments

Protocol ID: 1005 **Business Unit:** EGV05

Protocol Type: HUMN

Short Title: DNA Samples

Long Title: Model Ethical Protocol for Collecting DNA Samples

Abstract: This Project is an international effort to collect, preserve, analyze, and make available genetic and ethnographic information from people all around the world. The Project expects that its work will lead to advances in understanding the biological development and the history of our species and, ultimately, in understanding and treating many diseases with genetic components. The Project will collect DNA samples and ethnographic information from communities throughout the world. thus correcting the

Version list								
	Version	Phase Type	Status	Expires on	Submitted On	Disposition Date	Assigned	Copy Version
1	V101	New	Pending		06/20/05 8:28AM		Full	

Maintain Protocol page

Protocol ID Displays the system generated protocol ID. The creation of a protocol ID always generates the initial new or draft version. The system uses a Next numbering scheme to get the next available number. Also, for copy or copy versions, attachments are not copied.

Protocol Type Displays the protocol type selected on the Search/Add page. Values include *ANIM* and *HUMN*.

Short Title Enter a short title.

Long Title Enter a more descriptive title, as needed.

Abstract Enter a summary of the overall project plan, or attach a document on the Attachment tab.






Version List

Version Click to go to a specific version component. Upon initial creation of the header, only version ID, phase type, and status data appear until you enter other data on the version component. When a Protocol Header is added, one new version is always created. Also, for the person who is creating the Header, a role of Authorized is added on the Protocol Version - Personnel page.

Phase Type	<p>Displays the current protocol phase. A protocol has multiple phases in its lifecycle, and these types identify which phase the protocol is in. Values include:</p> <ul style="list-style-type: none"> • <i>New</i>: Indicates a new protocol version that is in the first phase. • <i>Modified</i>: Indicates changes or updates that are being made to 1) an approved protocol version that was initiated by a PI (for example, a minor amendment) or 2) a pending protocol version that was returned by the review committee (for example, a disposition requesting a clarification of methodology) for which the PI will make changes in preparation to resubmit for approval. • <i>Renewal</i>: Indicates updates to approved protocol for the purpose of renewing or extending protocol research. In this case, you also update the start and end dates. • <i>Continuing Review</i>: Indicates a scheduled review of how the protocol research is progressing. The PI is responsible for informing the review committee of the progress, for their approval. This schedule is predetermined by the institution and typically happens at intervals no greater than a year.
Status	<p>Displays the protocol status. System events update the field. Values include:</p> <ul style="list-style-type: none"> • <i>Draft</i>: Version is added but not yet submitted. • <i>Pending</i>: Version is submitted (date/time stamped) for the review process. • <i>Approved</i>: The pending version is reviewed and approved by the reviewing authority. • <i>Denied</i>: The pending version is reviewed and denied by the reviewing authority. You cannot change this status. It captures indefinitely that this version was rejected. You can copy this protocol to a new protocol, but cannot act against it in any other way. • <i>Returned</i>: The reviewing authority reviewed and returned the pending version for further modifications.
Expires On	Displays the date on which the protocol expires and the research ceases on human and animal subjects.
Submitted On	Displays the date/time when you clicked the Submit button on the Version page.
Disposition Date	Displays the date on which the reviewing authority recorded the disposition on the committee review components.
Review Type	Displays the type of review selected by the committee administrator. Values include: <i>Exempt</i> , <i>Expedited</i> , and <i>Full</i> .
Copy Version	Click to access the Copy Protocol Version page. The copy version enables you to create a new version within the same protocol.

Creating Attachments

Access the Attachments page.

Maintain Protocol		Attachments	
Protocol ID:	1005	Business Unit:	EGV05
Protocol Type:	HUMN		
Short Title:	DNA Samples		
Document Attachments		Customize Find 	First  1 of 1  Last
Number of Requests	Attached File		
			

Attachments page

Number of Requests The system automatically generates the number of requests.

Entering Protocol Data

This section provides overviews of protocol data entry, animal subject (IACUC) tasks, and human subject (IRB) tasks and explains how to:

- Create and submit version information.
- Enter personnel data.
- Enter human subject data.
- Enter a subject justification.
- Enter animal data.
- Enter an animal justification.
- Enter purpose, methods, and procedures.
- Enter procedures.
- Enter hazardous agents.
- Enter FDA approval information.
- Enter euthanasia disposition.
- Create attachments.

Understanding Protocol Data Entry

The Version Information component captures the majority of the protocol data that is required for the specific type of research involving human or animal subjects. Each subheading and table in this section represents a logical grouping of data fields required in protocol management. In this component, the tabs represent the sub-groupings. The information in this component is created from a new proposal or copied from another version.

Understanding Protocol Approval

The Protocol Administrator submits the completed protocol. This action changes the protocol status to *Pending* and triggers workflow to send email/worklist to the roles defined on the Approval/Notification Process page. The Protocol Administrator can access the Protocol Administration page through a worklist or navigation to query the pending protocols in the system and assign one of three Review Types to the protocol. The Review Types are: *Exempt*, *Expedited*, and *Full Review*. When a protocol is assigned *Full Review* the Protocol Administrator assigns a Committee ID and Meeting ID.

If the Review Type is *Exempt* or *Expedited* the system sends email/worklist to the first level of approvers. The approver approves, denies or returns the protocol through the worklist which triggers workflow to send emails about the protocol status. The approver can request the Protocol Administrator to change the Review Type or have someone else to issues the disposition by sending a worklist to the Protocol Administrator.

If the Review Type is *Full Review* the system sends email to all committee members. After the committee meets and decides the disposition, the Protocol Administrator enters the disposition using the Protocol Disposition page which triggers workflow to send email notification about the approval status.

Pages Used to Enter Protocol Data

Page Name	Object Name	Navigation	Usage
Version Info (version information)	GM_PCL_VRSN	Grants, Protocols, Enter Protocol Detail	Enter overall version information that is pertinent to the administration of the protocol, and then submit the version.
Approval Status & History	GM_PCL_APPROVE	Click the Approval Status & History link on the Version Info page.	View the approval status and history of the protocol. This page is available for review types Exempt or Expedite after the protocol is submitted.
Approver Comments	GM_DCL_APP_COMMENT	Click the Comments button on the Approval Status & History page.	Add comments.
Faculty Advisor Details	GM_PCL_PI_DTLS	Click the Faculty Advisor Details link on the Version Info page.	Enter the name of and statement for the faculty advisor.
Study Location	GM_PCL_LOC	Click the Study Location link on the Version Info page.	Select the code for the study location.
Adverse Event Details	GM_PCL_ADVRS_EVNT	Click the Adverse Events Details link on the Version Info page.	Enter a description of the adverse event.
Assurance Information	GM_PLC_ASSUR_INFO	Click the Assurance Information link on the Version Info page.	Enter an assurance ID, and approval and expiration dates.
Notification History	GM_PLC_WF_HIS	Click the Notification History link on the Version Info page.	View notification history.

Page Name	Object Name	Navigation	Usage
Personnel	GM_PCL_PROF	Grants, Protocols, Enter Protocol Details, Personnel	Enter role and affiliation details for personnel that are associated with the protocol.
Details	GM_PCL_PROF_DTLS	Click the Details button on the Personnel page.	Enter departmental details, such a phone and email information, for personnel that are associated with the protocol.
Training	GM_PCL_PROF_TRN	Click the Training button on the Personnel page.	Enter all relevant training that each person received, including training date and a description of the training. This page is available only for Animal protocols.
Notes	GM_PCL_PROF_NOTES	Click the Notes button on the Personnel page.	Enter notes about associated personnel and the person's relationship with the protocol.
Subjects	GM_PCL_SUB	Grants, Protocols, Enter Protocol Details, Subjects	Enter all data that is related to the subjects who are required to conduct this particular protocol project. Note. This page is available only for human protocols. It is hidden for animal protocols.
Subject Justification	GM_PCL_SUB_JUST	Click the Justification button on the Subjects page.	Enter details about the justification for the use of subjects for the protocol.
Certification of Compliance	GM_PCL_SUB_CERT	Click the Certification Compliance button on the Subjects page.	Enter a title and description for the certification of compliance.
Consent and Compensation	GM_PCL_SUB_CONS	Click the Consent and Compensation button on the Subjects page.	Enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects.
Subject Risks and Benefits	GM_PCL_SUB_RIBE	Click the Risks and Benefits button on the Subjects page.	Enter a detailed explanation of the consent forms that the subjects sign. Note. If the subject type is <i>Children</i> , then enter specifics for obtaining consent from children. The attachment of the actual consent form is also required.

Page Name	Object Name	Navigation	Usage
Animals	GM_PCL_ANM	Grants, Protocols, Enter Protocol Details, Animals	Enter all data that is related to the animal subjects that are required to conduct this particular protocol project. Note. This page is available only for animal protocols. It is hidden for human protocols.
USDA Classification	GM_PCL_ANM_USDA	Click the USDA Classification button on the Animals page.	Enter details about the USDA classification.
Animal Justification	GM_PCL_ANM_JUST	Click the Justification button on the Animals page.	Enter details about the justification for the use of animal subjects for the protocol.
Certification of Compliance	GM_PCL_ANM_CERT	Click the Certification button on the Animals page.	Enter a title and description for the certification of compliance.
Facilities and Care	GM_PCL_ANM_CERT	Click the Facilities and Care button on the Animals page.	Enter detailed information about the facilities that are being used for this protocol.
Purpose, Methods & Procedure	GM_PCL_PROC	Grants, Protocols, Enter Protocol Details, Purpose, Methods and Procedure	Enter detailed information about the purpose, methods, and procedures that are associated with the protocol.
Procedures	GM_PCL_OTHR_DTL	Click the Procedures link on the Purpose, Methods & Procedure page.	Enter detailed information about the procedures that are used in this protocol.
FDA Approval	GM_PCL_FDA	Click the FDA Approval Info link on the Purpose, Method & Procedure page.	Enter detailed information about the FDA approval that is associated with this protocol.
Hazardous Agents	GM_PCL_HAZA	Click the Hazardous Agents link on the Purpose, Methods & Procedure page.	Enter detailed information about hazardous chemicals or materials that are used in this protocol.
Euthanasia/Disposition	GM_PCL_EUTH	Click the Euthanasia/Disposition link on the Purpose, Methods & Procedure page.	Enter detailed information about the method of euthanasia or disposition that is used in this protocol.
Attachments	GM_PCL_VRSN_ATT	Grants, Protocols, Enter Protocol Details, Purpose, Attachments	Attach any files that are associated with the protocol.

Creating and Submitting Version Information

Access the Version Info page.

Version Info		Personnel		Subjects		Purpose, Methods & Procedures		Attachments	
Protocol ID:	1004	Business Unit:	EGV05						
Protocol Type:	HUMN	Short Title:	DNA Samples						
Version:	V101								
Description:	DNA Samples							<input type="button" value="Submit"/>	Approval Status & Hi
Phase Type:	New	*Start Date:	02/12/2005						
Requested Review:	Expedited	*End Date:	02/17/2005						
*PI Name:	Schumacher, Kenneth								
*Department:	Biology Department								
<input checked="" type="checkbox"/> Student PI	Faculty Advisor Details		Study Location						
<input checked="" type="checkbox"/> Adverse Event	Adverse Event Details								
				Status Update					
				Status:	Pending				
				Submitted On:	03/07/05 5:10PM				
				Review Type Assigned:					
				Committee:					
				Meeting ID:					
				Meeting Date:					
				Start Time:					
				Disposition Date:					
				Next CR Date:	02/12/2006				
				CR Duration:	12 Months				
Comments									
Find View All First 1 of 1 Last									
Date Time Stamp:	06/22/05 8:49AM								
Description:									
Go To: Notification History									

Version Info page

Submit

Click the Submit button to initiate a submission for review. If you have not saved the component a message appears asking whether you want to save and then submit. After the version is submitted, the button is not available, and the version is uneditable.

Approval Status & History

Click to view the approval status and history of the protocol. This option is available for Review Type Assigned of *Exempt* or *Expedited*.

Phase Type

Displays the phase type. Values include:

- *New*
- *Modified*
- *Renewal*
- *Continuing Review*

Requested Review

Select the preferred review process. This field does not determine the final review process, however, it indicates the PI's preference. The field is informational only. Values include: *Full*, *Expedited*, and *Exempt*.

Start Date

Select the anticipated start date of the protocol project. This date typically matches or precedes the proposal start date. The disposition date, however, must precede the start date, because the protocol approval is required before the actual start of the project.

Note. Changing the start date calculates the next CR date.

End Date	Select the anticipated end date of the protocol project. This date is the same as the expiration date of the protocol. For workflow, the scheduled batch process notifies all identified individuals about the protocol's expiration, based on the workflow rule setup.
PI Name	Select the name of the employee who owns this particular proposal. In most cases, this individual will be the PI on the Grants proposal that is being drafted, with which this protocol will be associated. Entering the PI name will default a value for the <i>Department</i> field.
Department	Select the department that is associated with the protocol.
Student PI	Select this option if the PI is a student. If it is selected, then the Faculty Advisor Details link appears. For workflow, by selecting the Student PI option box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version.
Faculty Advisor Details	Click the Faculty Advisor Details link to access the Faculty Advisor Details page. The following elements appear: <ul style="list-style-type: none"> • Name – Select a faculty advisor name from the prompt table. • Faculty Advisor statement: Enter a long description.
Study Location	This link appears for protocol type <i>HUMN</i> only. Select a study location code from the list of available values.
Adverse Event Details	Select this option to indicate an adverse event. If it is selected, then the Adverse Event Details link appears. For workflow, by selecting the Adverse Event option box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version.
Adverse Event Details	Click to access the Adverse Event Details page. Enter a description of the adverse event.
Assurance Information	Click to enter the Assurance Information page where you can enter an assurance ID, and approval and expiration dates. This link appears for animal protocols only.
Status Update	
Status	Displays the current protocol status. Values include <ul style="list-style-type: none"> • <i>Approved</i> • <i>Denied</i> • <i>Draft</i> • <i>Expired</i> • <i>Inactive</i> • <i>Pending</i> • <i>Returned</i>

- Submitted On** Displays the date and time the protocol was submitted. The date and time is generated by the system when you click the Submit button on this page.
- Review Type Assigned** Displays the Review Type selected by Committee Admin. This is the actual review that the protocol will undergo.
- Committee** Displays the committee ID that was assigned by the committee administrator. The value appears only for full reviews.
- Meeting ID** Displays the meeting ID and the date and time of the committee meeting that is assigned by the committee administrator. The value appears only for full reviews.
- Next CR Date** (next continuing review date) Displays the date of the next continuing review. The system automatically supplies the next continuing review date by incrementing the number of months defined by the user on the Proposal Award setup page, from the start date. The Workflow Rule setup page looks to the next continuing review date to notify individuals on a specified number of days prior to due date.
- CR Duration** (continuing review duration) Displays the duration of the review using the number of months set up for human or animal types of protocols at the business unit level.

Comments

This is a free form comment section to capture any other relevant information. Add multiple comments with a date and time stamp.

Entering Personnel Data

Access the Personnel page.

Personnel page

Details

- Role** Select the role type of the person who is associated with this version.
- Affiliation** Enter the person’s academic, institutional, or corporate affiliation.
- Detail** Click to enter departmental, email, and telephone information for this person.

Training

Click to enter all relevant training that each person received, including training date and a description of the training. Add multiple rows to capture all experience. The protocol system also uses department level security, like Grants. This option is only available for animal protocols.

Notes

Enter notes specific to each person.

Entering Human Subject Data

Access the Subjects page.

Subjects page

This page is available only for human protocol. It is not available for animal protocols. This page captures all data that is related to the subjects who are required to conduct this particular protocol project.

Details Tab

Subject Type

Select a subject type from available values. The subject type determines which type-specific fields become viewable and actionable in the secondary pages. Values include:

- *Pregnant Women.*
- *Prisoners.*
- *Fetuses.*
- *Children.*
- *Other Vulnerable:* Subjects who are not listed but need a more specific justification or certification.
- *General :* Subjects from the general populace.

You can add each subject type only once in the grid.

Note. When you have a prisoner or child subject type, the system triggers workflow to selected individuals for review. Prisoners need a prisoner representative. Children need a child advocate.

More Details Tab

Justification

Click to enter a full justification for the subject type to be used for the research.

Certification of Compliance

Click to enter a title and explanation of the certification for the research.

Consent and Compensation

Click to enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects.

Subject Risks and Benefits Click to enter a description of the risk or benefit to be elaborated. Risks may include infection, use of placebos, expected discomfort, and known hazards. Benefits may include remission of illness or improved medical condition. Multiple rows can be added.

Entering a Subject Justification

Access the Subject Justification page.

Subject Justification page

Require Fetuses Ex Utero Select this option if the child subject is an ex utero fetus. This option appears only if *Fetuses* is selected as the subject type. If you select this option, then enter certification of compliance information on the Certification of Compliance page. If this option is not selected, then the Require Dead Fetuses option becomes available.

Require Dead Fetuses Select this option if the child subject is a dead fetus. If you select this option, then enter certification of compliance information on the Certification of Compliance page. If this option is not selected, then the Require Fetuses Ex Utero option becomes available.

Details

Title Enter a short description of the justification. Add additional rows as required.

Justification Enter a full justification for involving the particular subject type for this protocol research.

Entering Animal Data

Access the Animals page.

Version Info		Personnel		Animals		Purpose, Methods & Procedure		Attachments	
Protocol ID:	1002	Business Unit:	EGV05						
Protocol Type:	ANIM	Short Title:	Insulin in rats						
Version:	V101	Description:	Insulin in rats						

Animals										
Period	Genus	Species	Common Name	Gender	Number Needed	Age	Uom Age	Weight	UOM Weight	
First	RATTU	NORVE	BROWNRAT	Female	100	5	Months	20	Ounces	+ -
First	RATTU	RATTU	BLACK RAT	Male	100	5	Months	25	Ounces	+ -

Animals page

This page is available only for animal protocols. It is not available for human protocols. This page captures all data that is related to the animals who are required to conduct this particular protocol project.

Details Tab

- Period** Enter which period this row’s information applies to. This is a free-form text field.
- Genus** Enter the division of family (for example, Rattus) to which the animal that is used in this protocol version belongs.
- Species** Enter the division of genus (for example, Rattus norvegicus) to which the animal that is used in this protocol belongs.
- Strain, Subspecies, or breed** Enter the strain, subspecies, or breed to which the animal that is used in this protocol belongs.
- Common Name** Enter the common name of the animal (for example, Brown Rat) that is used in this protocol.

More details

- Age** Enter the age of the animal.
- UOM (unit of measure)** Enter whether the age is indicated in terms of minutes, hours, days, months, or years.

Entering an Animal Justification

Access the Animal Justification page.

Animal Justification

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

Proposed Usage:	Time released insulin capsule	+ -
Title:	Initial Phase	
Detail:	Discuss details of animal usage, especially need for surgery and insertion of capsules	

Animal Justification page

Details

Proposed Usage

Enter an explanation of how the animals are to be used.

Title

Enter a short description of the justification to be elaborated on (for example, the rationale for using live animals).

Detail

Enter a justification for this protocol research.

Entering Purpose, Methods & Procedures

Access the Purpose, Methods & Procedure page.

Purpose, Methods, & Procedure page

Purpose

Purpose Enter the purpose for which this research is being conducted.

Background Enter background related information; for example, how research came about with reference to the PI’s experience and medical literature.

Methods and Procedures

Study Design Title Enter a short description of the hypothesis, research questions, statistics, or other topics that are related to the research. Add additional rows and attach documents as needed.

Description Enter study design details.

Procedures Select this option and click the link to go to the Procedures page.

Hazardous Agents Select this option and click the link to access the Hazardous Agents page.

FDA Approval Info (FDA approval information) Select this option and click the link to access the FDA Approval page.

Euthanasia/Disposition Select this option and click the link to access the Euthanasia/Disposition page.

Entering Procedures

Access the Procedures page

Procedures

Business Unit: EGV05 **Protocol ID:** 1002
Protocol Version ID: V101 **Description:**
Study Design Title: Title

Details Find | View All First 1 of 1 Last

Type: Surgery

Explanation: Explanation of surgery

Procedures page

Details

Type Select a type and enter an explanation of the procedure. Type values include:

- *Additional*
- *Alternate*
- *Other*
- *Surgery*
- *Unusual*

Entering Hazardous Agents

Access the Hazardous Agents page

Hazardous Agents

Business Unit:	EGV05	Protocol ID:	1002
Protocol Version ID:	V101	Description:	Insulin in rats
Study Design Title:	Title		

Details

Agent ID:	<input type="text" value="ANTU"/>		Alpha-Naphthyl thiourea
Approving Authority:	<input type="text" value="IRB1"/>		IRB1
Decision Date:	<input type="text" value="02/24/2005"/>		Decision: <input type="text" value="Approved"/>
Submit Date:	<input type="text" value="02/17/2005"/>		Tracking Number <input type="text" value="AC676P0"/>
Explanation of Use:	Drug need to create Insulin Release		

Hazardous Agents page

Details

Enter an explanation about the hazardous agents used in the protocol.

- Agent ID** Select the Agent ID.
- Approving Authority** Select the approving authority.
- Decision Date** Enter the date the decision was made about the use of the hazardous agent.
- Decision** Select the Decision status (*Approved, Pending, UnApproved*).
- Submit Date** Enter the date the hazardous agent was submitted to the approving authority.
- Tracking Number** Enter the tracking number.
- Explanation of Use** Enter an explanation of use.

Entering FDA Approval Information

Access the FDA Approval page.

FDA Approval

Business Unit: EGV05 **Protocol ID:** 1002

Protocol Version ID: V101 **Description:**

Study Design Title:

Details

Type:

Decision:

FDA Decision Date:

Submit Date:

Explanation:

FDA Approval page

Details

- Type** *Select IDE (investigational device exemption) or IND (investigational new drug).*
- Decision** *Select Approved, Pending, or Unapproved.*
- FDA Decision Date** *Enter the date on which the FDA approved or disapproved the decision.*
- Submit Date** *Enter the date on which the study plan was submitted for review.*
- Explanation** *Enter the date on which the study plan was submitted for review.*

Entering Euthanasia/Disposal

Access the Euthanasia/Disposal page.

Euthanasia/Disposition

Business Unit: EGV05 **Protocol ID:** 1002

Protocol Version ID: V101 **Description:** Insulin in rats

Study Design Title: Title

Euthanasia /Disposition Method:

EXPLAIN WHY THE TESTING NEEDS TO PUT TO SLEEP THE RATS ONCE EXPERIMENT IS COMPLETED.

Euthanasia/Disposal page

Euthanasia/Disposition Method Enter an explanation of the euthanasia or disposition method.

Creating Attachments




Access the Attachments page.



Version Info Personnel Subjects Purpose, Methods & Procedures **Attachments**

Protocol ID: 1003 **Business Unit:** EGV05

Protocol Type: HUMN **Short Title:** DNA Samples

Version: V101 **Description:** DNA Samples

Document Attachments [Customize](#) | [Find](#) |  First  1 of 1  Last

Requests	Attached File		
1			

Attachments page

Requests The system automatically generates the number of requests.

Maintaining Committee Meetings and Dispositions

This section provides an overview of committee maintenance and explains how to:

- Review and record meeting agendas.
- Enter a protocol disposition.
- Record minutes
- Add attachments.
- View a protocol disposition.

Understanding Committee Maintenance

Set up a meeting to review protocol. Set up a full meeting review to record votes on the protocol and record minutes and add attachments. Then approve, deny, or return the disposition.

Pages Used to Maintain Committee Meetings and Dispositions

Page Name	Object Name	Navigation	Usage
Full Review Meeting	GM_PCL_MEET	Grants, Protocols, Full Review Meeting	View meeting dates, times, and protocols that are assigned to those dates.
Protocol Disposition	GM_PCL_DISP_FR	Click the Disposition button on the Full Review Meeting page.	Enter vote counts for a protocol disposition. Approve, deny, or return a protocol, and add any comments if needed.
Minutes	GM_PCL_MEET_MIN	Grants, Protocols, Full Review Meeting, Minutes	Enter minutes, announcements, and review comments from the meeting.
Attachments	GM_PCL_MEET_ATT	Grants, Protocols, Full Review Meeting, Attachments	Attach all meeting-related notes and documents rather than entering them directly onto the Minutes page.
Protocol Disposition	GM_PCL_DISPOSITION	Grants, Protocols, Protocol Disposition	View the status of a protocol.
Workflow Notification	GM_PCL_WF_RUN_CNTL	Grants, Protocols, Workflow Notification	Run the Protocol Batch Notification process.

Reviewing and Recording Meeting Agendas

Access the Full Review Meeting page.

Full Review Meeting
Minutes
Attachments

Committee ID: 200 Animal Protocol Committee **Protocol Type:** ANIM

Meeting ID: A01 Protocol Review

Scheduled Date: 03/31/2005

Scheduled Start Time: 9:00AM **Convened Time:**

Scheduled End Time: 5:00PM **Adjourned Time:**

Meeting Schedule Customize | Find | First 1 of 1 Last

Protocol ID	Version	Description	Phase Type	Start Date	End Date	Submit Date	Disposition
1							Disposition

Attendees Customize | Find | First 1-3 of 3 Last

Name	Role	Absent	
1 Lotta, Lucie	COMM	<input type="checkbox"/>	+
2 Pritchard, Martin	NO SC	<input type="checkbox"/>	+
3 Vincent, John	SCT	<input type="checkbox"/>	+

Full Review Meeting page

Meeting Schedule

Disposition

Click to access the Protocol Disposition page.

Attendees

Only members of the committee have access to this page for viewing meeting dates, times, and protocols that are assigned to those dates.

Name

Displays the names of individuals associated with this particular committee. You can add non-committee members as guests. Guests votes are not counted.

Role

Displays the role associated with the individual. You can select a role from available choices.

Absent

Select for all members in the committee who are not present. The system calculates the number of total present in determining quorum vote.

Entering a Protocol Disposition

Access the Protocol Disposition page.

Protocol Disposition

Protocol ID: 1002 **Version:** V101 Insulin in Humans

Yes Count: **Disposition:**

No Count:

Absention Count:

Comments:

Protocol Disposition page

Enter the number of Yes, No, and Abstention votes cast. The workflow is triggered when committee issues the disposition.

Disposition

Select *Approved*, *Denied*, or *Returned* according to the vote count and the decision of the committee. If the Yes votes are more than the No votes, then you can select *Approved*.

Comments

Enter any comments here. Comments for returned dispositions carry forward to the Protocol header page.

Recording Minutes

Access the Minutes page.

Minutes page

Use this page to enter minutes, announcements, and review comments from the meeting.

Adding Attachments

Access the Attachments page.

Attachments page

Use this page to attach all meeting-related notes and documents.

Viewing a Protocol Disposition

Access the Protocol Dispositions page

Protocol Disposition			
Protocol ID:	1005	Version:	V101
Title:	DNA Samples	Business Unit:	EGV05
		Protocol Status:	Approved

Protocol Disposition page

View the status of the protocol disposition.

Copying Protocols and Versions

This section provides overviews of how to copy a protocol for modification, renewal, and for a new protocol and how to renew an approved protocol, and explains how to:

- Copy a protocol.
- Copy a protocol version.

Understanding How to Copy a Protocol for Modification, Renewal, and for a New Protocol

Copy functionality enables you to have information automatically transferred to a new protocol or version, thereby avoiding duplicate manual entry. Choose from two options: 1) copy one protocol with its current version to a brand new protocol and version, or 2) copy one version within a protocol to another version within that same protocol. The following table explains the rules by which you can copy values for protocol and version copying functionality:

Fields	Copy Protocol From	Copy Protocol To	Copy Version From	Copy Version To
Version	All versions can be copied. Select the version from the search page.	Next system-generated version ID.	The most current version (highest ID number) will automatically be supplied as the copy from version.	Next system-generated version ID.
Status	All can be copied.	Draft only.	Only Approved and Returned statuses can be copied.	Draft only.
Phase Type	All can be copied.	New only.	All can be copied.	Any phase type.
Start/End Dates		Copied as is.		Copied as is.

Fields	Copy Protocol From	Copy Protocol To	Copy Version From	Copy Version To
Next CR Date		Copied as is.		If the phase type is <i>CR</i> , the system will not copy the FROM version's CR date but will automatically increment to the next CR date.
Submitted on Date		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Review Type Selected		Will not be copied.		Will not be copied.
Disposition Date		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Committee ID		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Meeting ID		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Comments		Will be copied as is.		Will be copied as is.
Attachments		Will not be copied.		Will not be copied.

Understanding How to Renew an Approved Protocol

When a project is extended or you are approved for more funding you may need to renew an approved protocol. You do this by copying the approved protocol to a *Renewal* type version, making the necessary updates and resubmitting to the committee for evaluation. The protocol undergoes the regular protocol creation and submission process, however it is treated as a renewal. The system sends email notifications to designated individuals who then initiate the renewal process.

Pages Used to Copy Protocols and Versions

Page Name	Object Name	Navigation	Usage
Copy Protocol	GM_PCL_CPY	Grants, Protocols, Copy Protocol	Copy a protocol.
Copy Protocol Version	GM_PCL_VRSN_CPY	<ul style="list-style-type: none"> Grants, Protocols, Copy Protocol Click the Copy Version button on the Maintain Protocol page. 	Copy a protocol version.

Copying a Protocol

Access the Copy Protocol page.

Copy Protocol

<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c4e64; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">From</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Protocol ID:</td> <td style="padding: 2px;">1002</td> </tr> <tr> <td style="padding: 2px;">Version:</td> <td style="padding: 2px;">V101</td> </tr> <tr> <td style="padding: 2px;">Protocol Type:</td> <td style="padding: 2px;">HUMN</td> </tr> </tbody> </table>	From		Protocol ID:	1002	Version:	V101	Protocol Type:	HUMN	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c4e64; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">To</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Protocol ID:</td> <td style="padding: 2px;">NEXT</td> </tr> <tr> <td style="padding: 2px;">Version:</td> <td style="padding: 2px;">NEXT</td> </tr> <tr> <td style="padding: 2px;">Protocol Type:</td> <td style="padding: 2px;">HUMN</td> </tr> </tbody> </table>	To		Protocol ID:	NEXT	Version:	NEXT	Protocol Type:	HUMN
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Protocol ID:	1002																
Version:	V101																
Protocol Type:	HUMN																
To																	
Protocol ID:	NEXT																
Version:	NEXT																
Protocol Type:	HUMN																

Copy Protocol page

From

- Protocol ID** Displays the current open protocol ID value from the Protocol Header page.
- Version** Displays the current open version from the Protocol Header page.
- Protocol Type** Displays the protocol type of the current open protocol.

To

- Protocol ID** Displays *NEXT* to indicate the system-generated new ID number.
- Version** Displays *NEXT* to indicate the system-generated new version number.
- Protocol Type** Displays the protocol type.

Note. There are restrictions for copying a Protocol Version. A Protocol is copied to a brand new protocol within the same Protocol type. Example, animal to animal and human to human.

Copying a Protocol Version

Access the Copy Protocol Version page.

Copy Protocol Version

<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2" style="padding: 2px;">From</th> </tr> <tr> <td style="padding: 5px;">Protocol ID:</td> <td style="padding: 5px;">1002</td> </tr> <tr> <td style="padding: 5px;">Version:</td> <td style="padding: 5px;">V101</td> </tr> <tr> <td style="padding: 5px;">Protocol Type:</td> <td style="padding: 5px;">HUMN</td> </tr> </table>	From		Protocol ID:	1002	Version:	V101	Protocol Type:	HUMN	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Protocol ID:</td> <td style="padding: 5px;">1002</td> </tr> <tr> <td style="padding: 5px;">Version:</td> <td style="padding: 5px;">NEXT</td> </tr> <tr> <td style="padding: 5px;">Protocol Type:</td> <td style="padding: 5px;">HUMN</td> </tr> <tr> <td style="padding: 5px;">*Phase Type:</td> <td style="padding: 5px;"> <input style="width: 80%;" type="text" value="Modified"/> </td> </tr> </table>	Protocol ID:	1002	Version:	NEXT	Protocol Type:	HUMN	*Phase Type:	<input style="width: 80%;" type="text" value="Modified"/>
From																	
Protocol ID:	1002																
Version:	V101																
Protocol Type:	HUMN																
Protocol ID:	1002																
Version:	NEXT																
Protocol Type:	HUMN																
*Phase Type:	<input style="width: 80%;" type="text" value="Modified"/>																

Copy Protocol Version page

From

Protocol ID Displays the current open protocol ID value from the Protocol Header page and the Version Information page.

Version Displays the current version value from the Protocol Header page.

Protocol Type Displays the protocol type.

To

Protocol ID Displays the same protocol ID as the one that is selected on the Search page.

Version Displays *NEXT* to indicate the system-generated new version number.

Protocol Type Displays the protocol type.

Phase Type Select *Modified*, *Renewal*, or *Continuing Review*.

CHAPTER 11

Administering Projects

This chapter provides an overview of project administration.

Understanding Project Administration

This section discusses:

- Project award requirements.
- Transaction flow control.
- Project analysis.
- Transaction review.
- Analysis inquiries.
- Project data deletion.

Project Award Requirements

A project in Grants represents a portion of an award. Every award in Grants requires a minimum of one project, and each project requires a minimum of one activity. Awards can have multiple projects, and projects can have multiple activities. To enter a transaction line into the transaction table (PROJ_RESOURCE), a project and activity must exist.

You may choose to control project budgets separately and, therefore, establish separate projects based on different principal investigators, departments, research phases, and locations. You can systematically create projects during award setup, or you can add projects manually through the Project component. You can also attach a project to an award and an award line from the Related Projects page in Contracts.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Projects”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Working with Project Costing”

Transaction Flow Control

Three basic ways are available to control the flow of data coming into Project Costing:

1. Set a project or activity to *Inactive* status.
In this case, the project and activity do not appear in the prompt lists of the PeopleSoft feeder systems.
2. Use status control options.

On the Status Types page, select the analysis types that each feeder system uses; and then select a project control action to associate with the analysis type.

Note. No project control action occurs if the Project Control Action check box is cleared.

Values include:

Warning: Displays a warning before the system accepts the transaction.

Reject: Rejects the transaction.

3. Use the Commitment Control tolerance percentage.

After you create a budget, you can establish a setting to trigger a Commitment Control exception that allows up to a specified percentage over the budget.

Instructions on controlling incoming transactions appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Working with Transactions,” Controlling Incoming Transactions

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data”

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Setting Up Basic Commitment Control Options”

Project Analysis

Project Costing provides several different ways to analyze project data. Before you can begin analyzing project data, you must create:

- At least one project.
- Project activities.
- Transactions that have been assigned resource IDs.

After you establish a project and enter data directly through interfaces with other PeopleSoft applications, you can use the pages in Project Costing to:

- View a list of all project manager projects.
- Display real-time project information that is imported from the project summary tables.
- Display all resource transactions for a selected project.

The system automatically populates the lines and analysis types that appear in the Project Analysis pages. When you post lines in the Project Budget pages to 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 General Ledger, Inventory, Payables, Purchasing, and Time and Labor.

Instructions on analyzing project data appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Analyzing Projects”

Transaction Review

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 Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Analyzing Projects,” Analyzing Projects Using Accumulated Costs

Analysis Inquiries

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 Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Analyzing Projects,” Analyzing Projects Using Analysis Inquiries

Project Data Deletion

The Projects Delete Utility page provides a means of deleting projects, activities, and resources that you created by mistake. The system purges transactions from the Project Resource table (PROJ_RESOURCE) without purging the corresponding projects-related data from the feeder system applications (for example, Payables).

Instructions on deleting projects appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Creating and Maintaining Projects,” Deleting Project Data

CHAPTER 12

Billing for Grants

This chapter provides overviews of the billing process as it relates to Grants.

Understanding the Billing Process

This section discusses:

- System preparation.
- Process overview.
- The contracts/billing interface process.
- Review pending transactions.
- The billing interface process.
- Billing worksheet approval.
- Billing worksheet deletion.
- Bill review.
- The finalization process.
- The projects/contracts interface process.
- Updates in Contracts.
- Correcting 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

Grants integrates with Contracts, Project Costing, and General Ledger to enable bill processing for cash and letter of credit awards. Before you can perform the activities that are associated with award expenditures, you need to set up the billing control tables that are used by the various applications.

PeopleSoft applications rely on tables to store not only business transactions, but also the structure and processing rules that drive the system. Before you can run the processes to generate invoices, you need to establish the structure that tells the system how you want those processes to work.

Before you run the billing processes or manage billing for your awards, you must prepare your PeopleSoft system accordingly.

Make sure that you complete these steps before you initiate the billing processes:

Step	Navigation
Set installation options for Billing.	Set Up Financials/Supply Chain, Install, Installation Options, Billing GL/AR Options
Define a Billing business unit.	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1
Define a distribution code for unbilled accounts receivable.	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code
Define Bill By IDs for Letter of Credit (LOC) and Cash (GM_CASH) transactions. Note. PeopleSoft delivers the LOC and GM_CASH bill by IDs as system data. You do need to set up anything. Grants bills have specific bill header information that is needed for Grants invoice formatting.	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill by Identifier
Define Grants invoice format options. Note. Grants delivers specific invoice formats as system data. They are GM_GEN, GM_LOC, GM_270, and GM_103X. GM_GEN is a generic billing format.	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options
Define letter of credit information for the sponsor.	Grants, Sponsors, General Information, Details
Define sponsor billing information.	Grants, Sponsors, General Information, Bill To Options
Generate your award.	Grants, Proposals, Generate Award
Change the status on the award/contract to <i>Active</i> .	Customer Contracts, Create and Amend, General Information, General

Step	Navigation
Change the status on the billing plan to <i>Active</i> .	Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link.
Create billable rows in Project Costing (you can use either of the following methods): <ul style="list-style-type: none"> • Populate the Project Resource table (PROJ_RESOURCE) through the Project Integration process. • Add transactions directly into Project Costing. 	Project Costing, Cost Collection Then select the feeder system from which you want to retrieve information. OR Project Costing, Transaction Definitions, Add Transactions

Process Overview

For rate-based billing in Grants, the Contracts/Billing Interface process (CA_BI_INTFC) selects resource rows from Project Costing. The system also selects contract lines in Contracts with *Ready* bill plans to create bill lines in the billing interface (INTFC_BI and its related tables). When the Contracts/Billing Interface process stages billing data in these tables, the billing interface processes the data to create bills.

The billing interface can create two types of bills:

- Temporary bills

These bills are routed to the billing worksheet, where the billing administrator can review and, for rate-based bills, amend them as needed before real bills are created. You cannot amend fixed-amount bills in the billing worksheet.

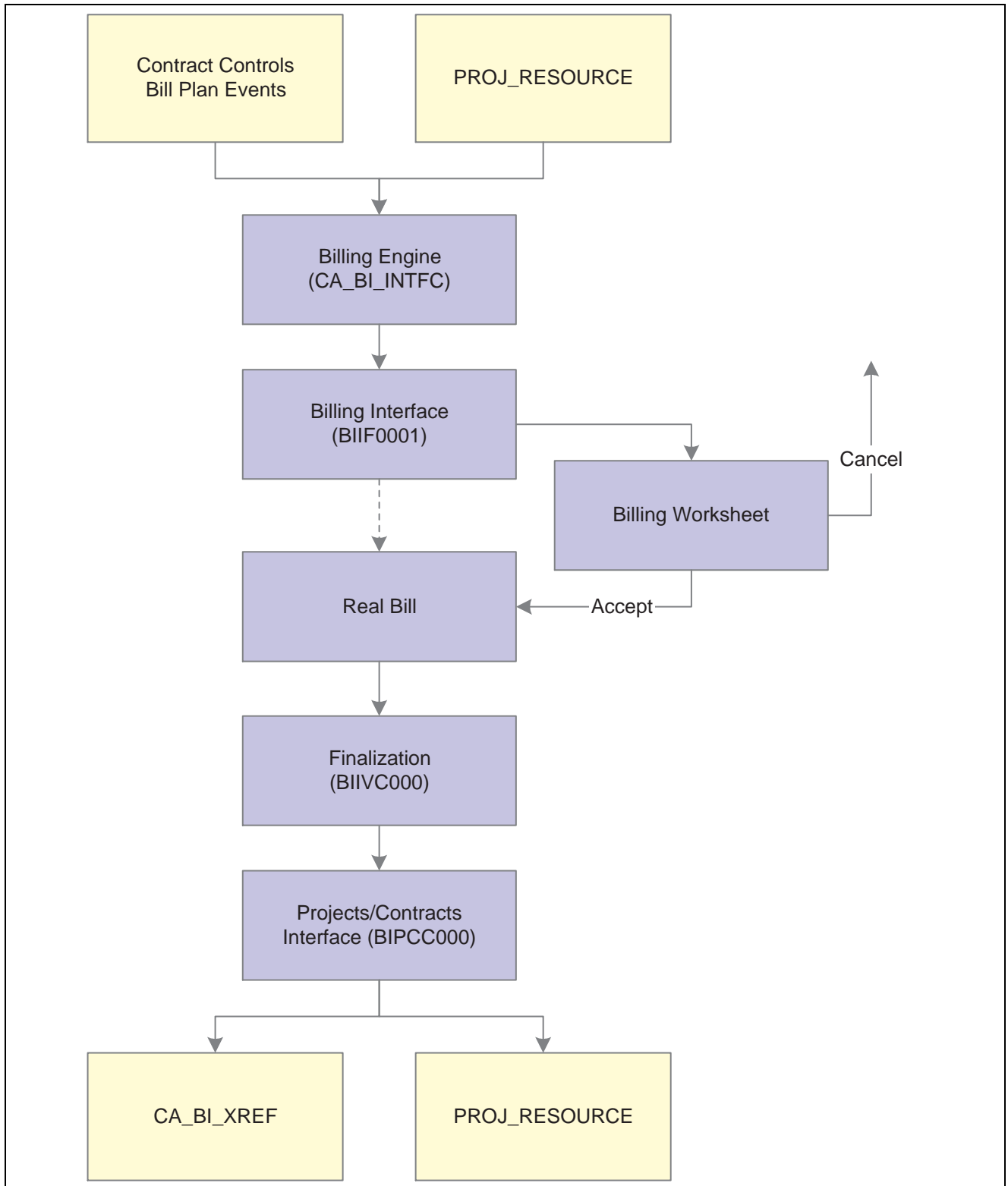
- Real bills

These bills become invoices that are sent to the customer. You select the option to create temporary or real bills for individual billing plans on the Billing Plan - Billing Plan General page in 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 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 Project Costing and Contracts are made throughout the billing cycle for rate-based and fixed-fee billing plans.

See [Chapter 13, “Understanding Integrating Grants with Other Applications,” page 335.](#)

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Setting Up Billing Plans”

The Contracts/Billing Interface Process

Run the Contracts/Billing Interface process in Contracts to send billing activity in Project Costing to Billing. The contracts that you set up control the billing activity that the system selects from Project Costing.

Instructions on running the Contracts/Billing Interface process appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Processing Contracts Billing”

Review Pending Transactions

The Contracts/Billing Interface process populates the Billing Interface table with the billable lines that it finds in the Project Resource table in Project Costing. The Billing Interface table is a staging table that holds the data until you run the Billing Interface process (BIIF0001) from Billing.

To verify that the Contracts/Billing interface process imported the billing lines, access the Review Pending Transactions pages in 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 Enterprise Billing 8.9 PeopleBook, “Processing Billing Interface Activity”

The Billing Interface Process

Run the Billing Interface process in 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 Enterprise Billing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Processing Billing Interface Activity”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Correcting Billing Interface Process Errors”

PeopleSoft Enterprise Billing 8.9 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 Contracts and Project Costing accordingly.

Instructions on approving billing worksheets appear in the *PeopleSoft Enterprise Billing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Billing 8.9 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 Project Costing for all of the lines that originate in the Project Costing system with a line type other than *UTL*, enabling you to send each line to Billing again at a later time.
- Updates the Contracts Prepaid table for any lines that originate from the Project Costing system with a line type of *UTL*.

The system resets the committed amount on the Contracts Prepaid table to reflect the deleted amount of a utilization bill line and the utilization amount that is available for future billing activities.

- Sets the billing plan event status to *Recycled*, marks the billing plan line in the Cross-Reference table as *Cancelled*, and updates the Billing Cross Reference History status to *Deleted* for all of the cancelled billing plan lines.

The Billing bill by functionality enables you to bill two items on separate invoices from the same billing plan—for example, if the items were associated with different projects. Therefore, the system cannot determine whether a cancelled billing worksheet contains all of the bill lines that are associated with a particular event. To help the Contracts Billing Engine process determine which billable items need re-billing when you cancel a worksheet, the system sets the billing plan event status to *Recycled* and marks the billing plan line in the Cross-Reference table as *Cancelled*.

To re-bill lines that are associated with a cancelled billing worksheet, the Contracts Billing Engine process selects all of the recycled events that have a corresponding canceled cross-reference row, and verifies that the canceled cross-reference row is the most recent row that was inserted into the Cross-Reference table for the corresponding bill line and event combination.

Instructions on deleting billing worksheets appear in the *PeopleSoft Enterprise Billing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Billing 8.9 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 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 Enterprise Billing 8.9 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 Enterprise Billing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Billing 8.9 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 Contracts and Project Costing with the finalized bill information from Billing.

Instructions on running the Projects/Contracts Interface process appear in the *PeopleSoft Enterprise Billing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Running the PeopleSoft Billing to Projects/Contracts Interface Process (BIPCC000)

Updates in 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 Enterprise Contracts 8.9 PeopleBook, “Processing Contracts Billing”

Correcting Grants Invoices

Billing provides credit and re-bill functionality when you need to correct invoices containing erroneous grants or projects-related charges. To reflect the original billing activity, as well as the adjustment information, the system enables you to generate a corrected invoice.

Through the Billing Interface, you can import to Billing any adjustment lines from Project Costing and Contracts. Subsequently, you can use the Billing Worksheet to review, approve, defer, or write-off bill lines that you import to Billing that have not been pre-approved on the Contracts bill plan.

From the Billing Worksheet, if you approve bill lines, you can select a specific re-bill invoice on which to append the bill lines, or create a new bill for the adjusted bill lines.

Using this correction functionality, you can keep an audit trail of the adjustment activities. The credit bill reverses the charges on the original invoice. You can also create a journal entry in General Ledger to reverse the erroneous expense, and send the entry to 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 Project Costing) through the Billing Interface to Billing.

After you finalize the credit and re-bill invoices, you can run the Billing to Projects/Contracts Interface process (BIPCC000) to update the Project Resource table (PROJ_RES_TMP_BI) with the new adjustment invoice activity. Billing creates billing adjustment line types (BAJ) to represent the credit and re-bill invoices.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Correcting Billing Interface Process Errors”

Grants Billing Formats

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 Billing to indicate the billing format that you want to use. The billing form option enables you to summarize bill lines with varying degrees of detail when you initiate the print process based on the invoice form. The process analyzes the form ID on each bill header and applies the summarization rule to the invoice form. The Bill Generation process assigns a unique invoice ID and a sequence number to each invoice that it produces. Summarization rules are based on account trees.

Note. The SF-270 format does not utilize tree-based account summarization when it is generated.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Entering Bills Online”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Structuring Bills”

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Bill by Identifiers

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 Grants award generation process gets this value from the Sponsor - Bill To Options page.

The following table lists the bill by IDs that are delivered with 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 Grants bills, so you do not need to add this information to the Bill By Identifier page in the billing setup for the GM_CASH and GM_LOC bill by IDs. If you decide to add SHIP_TO_CUST_ID and SHIP_TO_ADDR_NUM as Grants bill by fields, be aware that it could cause performance and platform issues and is not the direct result of the Grants application.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Structuring Bills,” Setting Up Bill-By Identifiers for External Sources

Deferred Revenue Accounting

You may want to create and send invoices for products or services that you will deliver in the future or over a period of time. You can use deferred revenue accounting to generate accounting entries that defer revenue recognition based on a revenue recognition date and method of your choosing.

You can establish date range deferred revenue calculation method defaults at the system, business unit, or bill type level, according to your business needs. 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 Enterprise Billing 8.9 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. Because Grants uses the prepayment functionality in Contracts, advances appear on Grants bills with a description of *Advance*.

Contracts enables you to:

- Store the details of prepaid balances.
- Bill for direct-purchase prepaid balances.
- Process the utilization of prepaid balances.
- Monitor and control the depletion of prepaid balances over time.

When you establish a prepaid amount, you must assign it to a billing plan. You can either create a new billing plan for the prepaid amount or assign the prepaid amount to an existing billing plan that is associated with fixed-fee contract lines. The billing plan determines the timing and parameters of the initial prepaid billing.

In addition to linking the prepaid amount to a billing plan, you must determine the parameters against which the prepaid balance can be utilized. You can choose to use the prepaid balance against any of these activities:

- All billing activity for all (or some) rate-based contract lines that are contained in the contract.
- All billing activity for one rate-based contract line that is contained in the contract.
- All billing activity for a particular project or activity that is associated with a rate-based contract line that is contained in the contract.
- A portion of the billing activity that is based on resource type or resource category for any of the preceding.

When Contracts sends rate-based billing activity to Billing, Contracts creates additional utilization rows and sends those to Billing to net out billable amounts. As these rows are sent to 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 Project Costing for analysis and to adjust the balance sheet accounting. The utilization process continues until the prepaid balance equals zero.

Here is a high-level overview of the steps that are involved in setting up and processing advances:

Step	Navigation
Generate an award from Grants.	Grants, Proposals, Generate Award
Enter the advance amount in the Prepaid pages in Contracts.	Customer Contracts, Create and Amend, General Information, More, Prepays
Define an initial billing plan in Contracts.	Customer Contracts, Schedule and Process Billing, Define Billing Plan
Define any applicable utilization criteria in Contracts.	Customer Contracts, Determine Price, Prepaid Utilization Rules
Set your Billing Plan in Contracts for the initial prepaid amount to the <i>Ready</i> status.	Customer Contracts, Create and Amend, General Information, Billing Plans Then click the link under the Plan column heading.
Run the Contracts/Billing Interface process (CA_BI_INTFC) in Contracts to pull transaction lines into Contracts and initiate advance utilization processing.	Customer Contracts, Schedule and Process Billing Then select either Process As Incurred Billing, Process Recurring Billing, or Process Other Billing Methods.
Run the Billing Interface process (BIIF0001) in Billing.	Billing, Interface Transactions, Process Billing Interface
Approve the bill lines for the billing worksheet and create a real bill.	Billing, Manage Billing Worksheet, Update Billing Worksheet

Step	Navigation
Finalize the prepaid initial billing by running the Billing Finalization Process (BIIVC000).	Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices OR Billing, Generate Invoices, Consolidated, Finalize and Print Invoices
Update the Contracts Prepaid tables with the advance billing information by running the Billing to Projects/Contracts Interface process (BIPCC000) in Billing.	Billing, Generate Invoices, Utilities, Update Contract/Projects Data
Run the Billing-to-Projects process (PC_BI_TO_PC) to update the Project Costing tables with the billed and utilization information.	Project Costing, Revenue Collection, Retrieve Billing Items

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Establishing Prepaid Amounts”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Processing Contracts Billing”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Processing Billing Interface Activity”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Generating Invoices”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management”

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Integrating with Contracts and 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 Project Costing to add scheduled bill lines directly to the Project Resource table.

Here are the steps to creating a bill schedule:

Step	Navigation
Define an analysis type to represent scheduled bill rows (for example, SCH).	Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types
Associate the analysis type with an analysis group (for example, All).	Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups
Map the analysis type to the PSWKS analysis group. Note. PSWKS is the analysis group that the system uses for the billing process. The system will not bill the rows without this association.	Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups

Step	Navigation
<p>Create a rate set or rate plan for your schedule analysis type.</p> <p>Note. This is an important step. To create BIL rows, you need to price the scheduled bill transactions that you create on the Add Transactions page. The rate set or rate plan is required for this purpose. Also, to limit the system from processing all transactions rows that populate the Add Transactions page, you must define a special rate set or rate plan that processes only scheduled bill rows. This ensures that only scheduled bill rows are used to create an invoice.</p>	<p>Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Set</p> <p>AND</p> <p>Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Plan</p>
<p>Generate your award in Grants.</p>	<p>Grants, Proposals, Generate Award</p>
<p>In Contracts, make sure the contract is set to process scheduled bills:</p> <ul style="list-style-type: none"> • Associate the bill schedule rate set or rate plan with your contract before you process billing • Make sure the Method of Payment field on the Billing Options page is set to the <i>Cost Reimbursable</i> billing method. 	<p>Customer Contracts, Create and Amend, General Information, Billing Plan</p> <p>AND</p> <p>Customer Contracts, Create and Amend, General Information, More, Billing Options</p>
<p>Enter the scheduled bill rows into the Add Transactions page and apply the transactions to the Project Resources table by clicking the Process Transactions button.</p>	<p>Project Costing, Transaction Definitions, Add Transactions</p>
<p>Run the Pricing Engine in Project Costing.</p>	<p>Project Costing, Cost Collection</p> <p>Then select Expenses, General Ledger, Inventory, Order Management, Payables, Purchasing, Purchasing Adjustment, Time and Labor, or Services Procurement.</p>

Instructions on using analysis types, creating rate sets and rate plans, adding transactions, and running the pricing engine appear in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*. Instructions on associating rate sets and rate plans with contracts and setting billing options appear in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Setting Up Project Costing Control Data,” Understanding Transaction-Related Control Data

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Working with Project Costing,” Rate Setup

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Working with Transactions”

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Pricing Project Costs”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Creating Contracts”

Billing Plan Events

To further manage and control the timing of billing for transactions that are associated with a contract line, you can define billing events in Contracts. Billing events are points in time that you define that trigger billing. If you choose to use billing events, you will need to manage the status of those events before you run the billing application engine process. Two event types are available to choose from: Milestone or Date.

- Milestone

You must first select the origin of the milestone (Contract or Project). The system will look to the application that you specify for the milestone and its status to mark the event as complete.

If you choose to use this method for a 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 Project Costing.

To ensure that all milestones are set to the correct status before billing occurs, run the Milestone Processing application engine (CA_MS_PRC) 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 Enterprise Contracts 8.9 PeopleBook, “Setting Up Billing Plans”

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Setting Up Milestones”

Over-the-Limit Processing

Contracts provides Over-the-Limit (OLT) processing to prevent billing for more than the amount of an award (contract). In Contracts, you can choose to set a maximum amount that may be billed for each contract line that is associated with a contract. This is referred to as a *limit*.

Here’s some general information about how Contracts handles Over-the-Limit processing:

- The Pricing application engine (PC_PRICING) calls limit processing to check the transactions against this limit.
- Any transactions exceeding the limit are marked OLT and are held back from further processing.
- OLT rows are excluded from billing and revenue processing until you select the Limit Override check box on the Related Projects page in Contracts.

If you select the Limit Override check box, the system sends the rows to 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 Billing, depending on the specified installation option.

Splitting Over-the-Limit Transactions

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 Grants Letter of Credit billings as it enables you to optimize your cash flow and spend funds down to the penny.

The option to split OLT transactions is configured at the installation level on the Installation Options - Contracts page. To activate this option, select Split to Match Limit Exactly. When billing occurs, the system splits BIL rows into separate BIL and OLT lines. This enables you to reach limit amounts exactly with the BIL line.

The system then places the remaining contract line amount onto an OLT line. You can release all over-the-limit rows on a limit by selecting the Limit Override check box on the Related Projects page in Contracts. Selecting this check box enables over-the-limit rows to be picked up for billing and booked to revenue the next time that you run the billing and revenue processes.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Contracts Installation Options

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Processing Contracts Billing”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management”

Letter of Credit Processing

The LOC billing process calculates LOC draws based on LOC numbers and summarizes the information by document number.

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 Billing system at a later date when you are running processes that populate the billing worksheet.

The Contracts application engine process (CA_BI_INTFC) selects resource rows (for rate-based methods) from the Project Resource table for Grants contracts and creates bill lines in the billing interface tables.

After the Billing Interface process stages the billing data in these tables, the billing interface processes the data to create bills.

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 Enterprise Billing 8.9 PeopleBook, “Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component

PeopleSoft Enterprise Billing 8.9 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 Enterprise Billing 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component

CHAPTER 13

Understanding Integrating Grants with Other Applications

This chapter discusses integration process flows for Grants.

Integration Process Flows for Grants

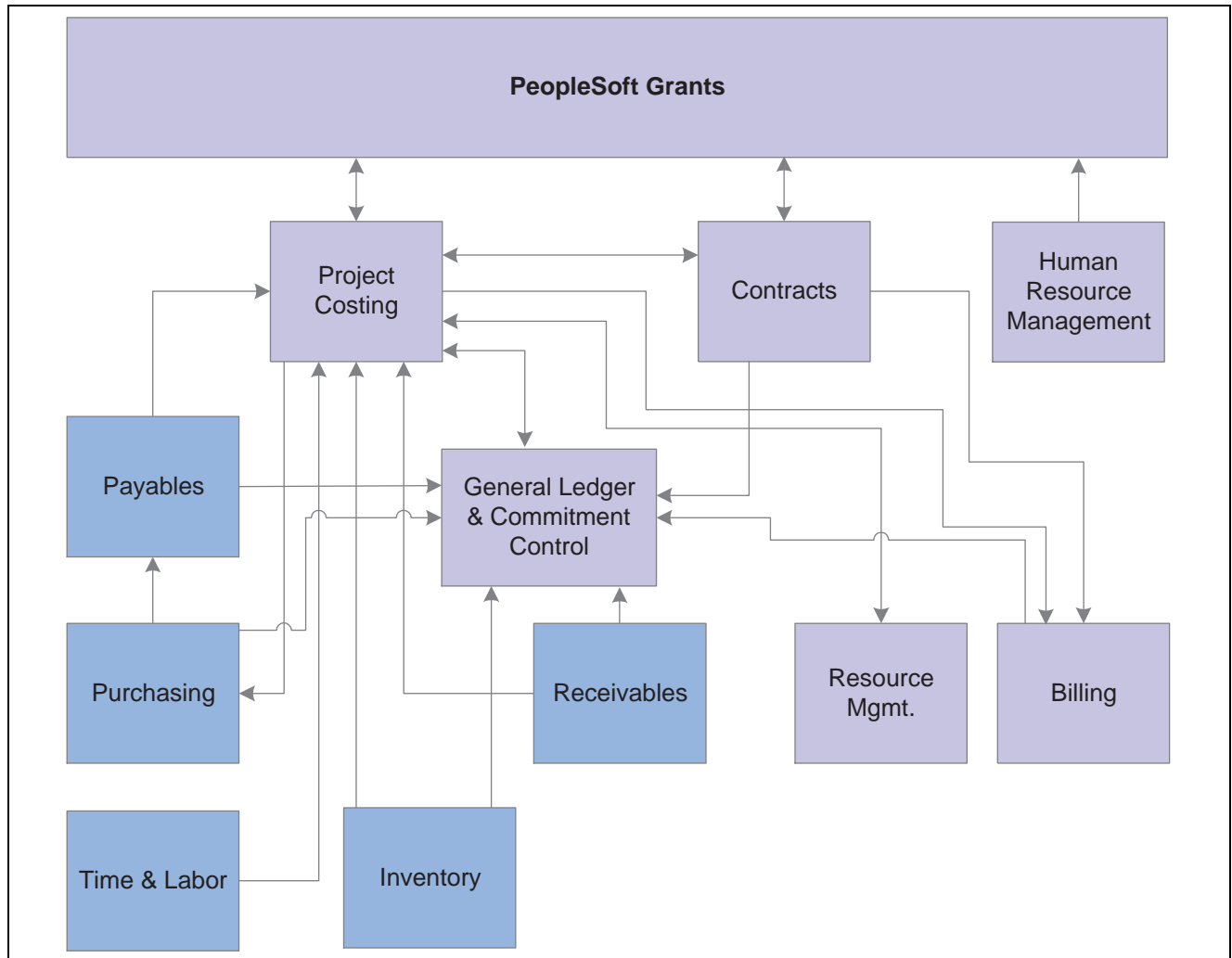
This section discusses:

- Integration process map.
- Contracts and Project Costing.
- Human Resources.
- Time and Labor.
- Billing.
- General Ledger.
- Receivables.
- The Procurement Process.
- Purchasing.
- Inventory.
- Payables.
- Integration with third-party systems.

Integration Process Map

Grants provides a full-featured grants-administration system that integrates with Contracts, Project Costing, Human Resources, Time and Labor, Billing, General Ledger, Receivables, Purchasing, Inventory, and Payables. Additionally, you can integrate Grants with third-party applications.

This diagram illustrates how Grants interacts with other PeopleSoft Enterprise Human Resources and Financials applications:



Grants integration with other PeopleSoft Enterprise applications

Contracts and Project Costing

Through the award generation process, Grants writes award information to Contracts and Project Costing. For awards that do not have a proposal (blue bird awards), you must enter information directly into Contracts and Project Costing.

The system writes data to these Contracts tables during the 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 Project Costing tables during the Grants award generation process:

- PROJECT
- PROJ_ACTIVITY
- PROJ_DOCUMENT
- PROJ_LOCATION
- PROJECT_MGR
- PROJECT_TEAM
- PC_BUD_PLAN
- PC_BUD_DETAIL

Project Costing integrates with both 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.

Grants uses the fundamental structure of Project Costing to write general project information, project activity information, and budget information directly to Project Costing.

Note. Any scanning, imaging, or attachments of electronic award notifications are institution specific. You can modify additional validation checks and required fields based on internal project approval requirements. You can also decide to build interfaces that populate or update project records and sponsor websites, electronic data interchange (EDI) transaction sets, and data warehouses.

See Also

[Chapter 9, “Establishing Awards and Projects,” Establishing Project Activities, page 255](#)

[Chapter 9, “Establishing Awards and Projects,” Establishing Project Profiles, page 248](#)

Human Resources

To synchronize data with Human Resources Management (HRMS), 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. Grants subscribes to the following application messages:

Action/Reason

These application messages synchronize changes to person data resulting from business activities such as promotions, transfers, terminations, salary increases, and leaves of absence as well as the reasons for taking the actions.

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 whether a business unit exists in the business unit table. If so, the business unit populates the description work fields. If the business unit does not exist, it is added to the business unit table. Call functions populate the TableSet controls.

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

Enterprise PeopleTools PeopleBook: PeopleSoft Enterprise Integration Broker, "Defining Message Channels"

Time and Labor

The system brings labor costs into 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 Project Costing and Time and Labor.

To enable data transfer from Time and Labor to Project Costing during a payroll period, Time and Labor uses an estimation process that is linked with Payroll to summarize hours and labor expenses. These estimates are brought into Project Costing as transactions with an analysis type of Time and Labor Accruals. To facilitate billing from estimates, the system creates Time and Labor for Billing rows (TLB) as part of the estimate process. The monetary amounts of these estimates are close to what the eventual pro rata amounts will be after the payroll close, but they are subject to change.

When setting up integration between Project Costing and Time and Labor, remember that you are working in two separate databases—Financials and HRMS. Therefore, information must be present in both databases before you can begin.

Six project prompt tables (along with the Project Team and Project Status tables) in Time and Labor are populated by integration with Project Costing.

Note. The prompt tables are synchronized between Financials and HRMS by means of application messaging. Refer to the enterprise integration documentation for more information.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Integrating with Time and Labor,” Populating Time and Labor Tables with Project Costing Data

Enterprise PeopleTools PeopleBook: PeopleSoft Enterprise Integration Broker, "Understanding Integrations"

Billing

The Contracts/Billing Interface application-engine process (CA_BI_INTFC) selects resource rows and creates bill lines in the Billing Interface tables (INTFC_BI and its related tables). After the Contracts/Billing Interface process has staged the billing data in these tables, the Billing Interface application engine process (BIIF0001) creates bills.

The Projects/Contracts Interface process (BIPCC000) moves data from Billing to Projects. It places all approved-billed rows in the Project Resource (PROJ_RESOURCE) table.

See Also

PeopleSoft Enterprise Contracts 8.9 PeopleBook, “Processing Contracts Billing”

General Ledger

Project Costing has a built-in integration with General Ledger through the Journal Generator for both single-sided and double-sided transactions.

Single-Sided Transactions

Single-sided transactions refer to transaction rows that either have no accounting implications or have yet to be matched with a corresponding debit or credit entry before being posted to the general ledger.

You can enter single-sided transactions into Project Costing using the Add Transactions page or through integrations with other PeopleSoft or third-party applications.

Accounting rules determine the journal lines that are created from project transactions for all single-sided transactions that are sent to the general ledger. The Accounting Rules Engine process (PSA_ACCTGGL) uses the accounting rules to create double-sided entries, which are placed in the Common Accounting Line table (CA_ACCTG_LN_PC).

Double-Sided Transactions

Accounting entry templates are not necessary for distributing double-sided transactions. To distribute double-sided transactions that you created on the Resource Adjustments page in Project Costing, run the Journal Generator using the PC_ADJUST run control with the PCDEFN accounting entry definition that is specified. This distributes the transactions to the Journal Header table (JRNL_HEADER) and Journal Line table (JRNL_LINE) in General Ledger.

Then, you can retrieve posted journals back to Project Costing with the GL to PC Interface process (PC_GL_TO_PC).

Commitment Control

Commitment Control is an optional feature of 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 General Ledger business unit and designate amounts for them. You also define which kinds of transactions you will check against the control budgets. After the budgets are established, you check all of these transactions against the budgets, passing or failing the transactions depending on the remaining available budget amount and the degree of budgetary control that you set up for the budgets.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Integrating with General Ledger”

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Integrating with Commitment Control”

Receivables

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

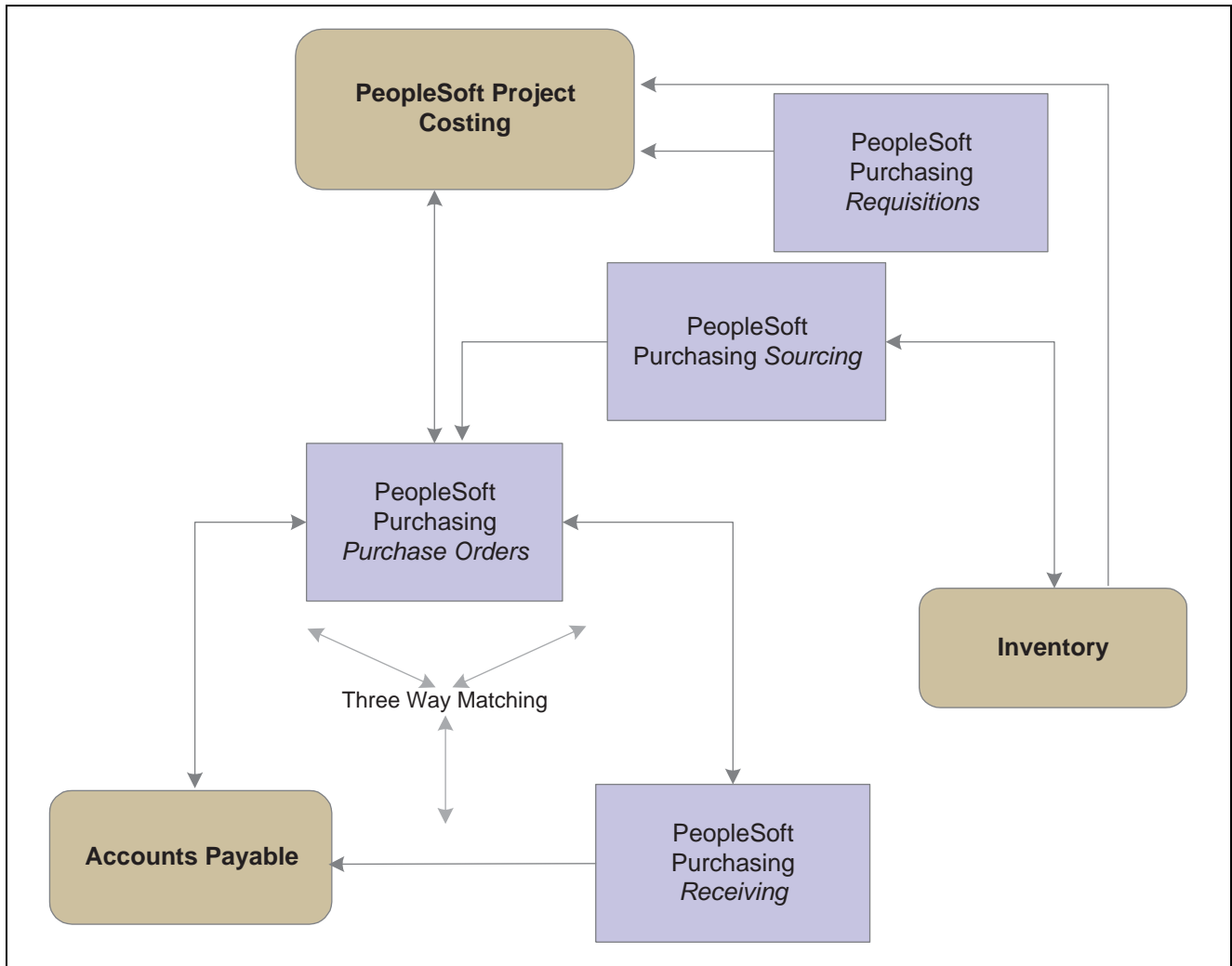
The Receivables Adjustments process (PC_AR_TO_PC) moves data from Receivables to Project Costing. The entry type and system functions for revenue-related adjustments in Receivables are identified, and only those rows are moved to the Project Resource table.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Integrating with Receivables”

The Procurement Process

You can enter requisitions into Purchasing, then pull them into Project Costing for tracking purposes. This diagram illustrates how Project Costing handles the procurement process when it is integrated with Purchasing, Payables, and Inventory:



The procurement process

Purchasing

Data flows both ways between Project Costing and Purchasing. You can enter requisition lines directly into Project Costing and then retrieve them through the Purchasing Requisition Loader and process them into requisitions in Purchasing. Requisitions that are entered through another means in Purchasing can be brought into Project Costing as requisition lines. You can also pull transactions representing materials for which purchase orders have been created into Project Costing as committed costs.

Use the Purchasing to Project Costing process (PC_PO_TO_PC) to pull requisitions or purchase orders into Project Costing.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Tracking Procurement Costs”

Inventory

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

If it cannot be fulfilled, the demand is sent back to Purchasing, and a purchase order is generated or the demand is back-ordered. If the demand can be fulfilled, the requested items are assigned to the project ID that you identify on the demand. The fulfilled demand is then placed by means of inventory costing on the Invoice Accounting Distribution table (CM_ACCTG_LINE), where 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 Project Costing from Inventory.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Tracking Procurement Costs,” Integrating with Inventory

Payables

After you create a purchase order in Purchasing, you can send it to Payables. When you enter vouchers in Payables for bills received, they go through a matching process. After the system matches a voucher, it is approved and posted to the AP Accounting Entries table (VCHR_ACCTG_LINE). Vouchers in this table that carry a PC distribution status of *N* can then be pulled into Project Costing with a default analysis type of ACT.

Use the Process Request page to run the AP to PC Interface process (PC_AP_TO_PC) and pull approved vouchers into Project Costing from Payables.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Tracking Procurement Costs,” Integrating with Payables

Integration with Third-Party Systems

Project Costing integrates with third-party systems by pulling data elements from external systems into corresponding fields in Project Costing. The only requirement is that you can export the information out of your third-party systems to a database table or a flat file, and then import the information into the Project Costing interface tables.

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, “Integrating with Third-Party Applications”

APPENDIX A

Preparing a Proposal and Award for Cost Sharing

This appendix provides a summary of proposal and award preparation for cost sharing.

Proposal and Award Preparation for Cost Sharing

Cost sharing represents the portion of the research that is being funded by the recipient of the award rather than the sponsor. For example, an institution may decide to contribute funds or resources to support a project in addition to the amount that is awarded by the sponsor. In some instances, awarding sponsors expect or require recipients to contribute a certain dollar amount or percentage of the award as a precondition for their support.

The following sections provide an overview of the steps that are involved in preparing a proposal and award for cost sharing.

Set Up Cost Sharing

Complete these steps to set up cost sharing for your proposals and awards:

Step	Purpose	Navigation
Establish cost sharing options for Grants.	Tells the system what ChartFields and ChartField values to use to calculate cost-sharing percentages.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Chapter 3, “Defining Your Operational Structure.” Establishing F&A and Direct-Cost Cost-Sharing Options, page 38.
Define the analysis types for cost-shared transactions that are coming from feeder systems into 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 Chapter 3, “Defining Your Operational Structure.” Establishing Direct-Cost Cost Sharing, page 45.	Set Up Financials/Supply Chain, Install, Installation Options, Grants See Chapter 3, “Defining Your Operational Structure.” Understanding Direct-Cost Cost Sharing, page 42.

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, Proposals, Maintain Proposal See Chapter 8, “Preparing and Submitting a Proposal,” page 157.
Establish a cost shared budget item on the Enter Budget Detail page.	Tells the system what budget items you are using for cost sharing.	Grants, Proposals, Enter Budget Detail See Chapter 8, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets, page 198.
Enter cost sharing details for the budget category.	Tells the system what percentages to use to calculate cost-sharing amounts for the cost-sharing budget category that you have established.	On the Enter Budget Detail page, click the Cost Share link that is associated with the budget category. See Chapter 8, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets, page 198.
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 Chapter 8, “Preparing and Submitting a Proposal,” Submitting Proposals, page 209.
Generate the award.	Tells the system that the awards have been funded. Computes the cost-sharing amounts to be brought forward into the award using the percentages that you set up on the Budget Line Summary page.	Grants, Proposals, Generate Award See Chapter 9, “Establishing Awards and Projects,” Generating Awards, page 222.

Prepare an Award for Cost Sharing

Complete these steps to prepare an award for cost sharing:

Step	Purpose	Navigation
Update the award profile.	Provides award notification and award details that the system uses to process and manage award transactions.	Grants, Awards, Award Profile See Chapter 9, “Establishing Awards and Projects.” Establishing Award Profiles, page 227.
Complete the budget setup for the award and the cost sharing budget.	Defines the project (parent) budget, activity (child) budget, general ledger, and commitment control ledger. Tells the system which budget lines to use in F&A and cost-sharing calculations for the project.	Grants, Awards, Project Budgets, Budget Detail See Chapter 9, “Establishing Awards and Projects.” Establishing Project Budgets, page 261.
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 Chapter 9, “Establishing Awards and Projects.” Establishing Project Budgets, page 261.

Your award is now ready to receive transactions.

APPENDIX B

Booking and Managing Grants Revenue

This appendix provides a summary of how to book and manage Grants revenue.

Booking and Managing Revenue

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

Before you can run the processes that create and book your revenue accounting entries to General Ledger, make sure that the underlying revenue structures are in place.

Overall System Level

Because Grants uses processes and features that are associated with other applications to recognize revenue, make sure that you perform these steps:

Step	Purpose	Navigation
Define unbilled AR (accounts receivable) and revenue account codes.	Tells the system where to store unbilled accounts receivable information.	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code <i>See PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Pages Used to Establish Distribution Rules and Sets.</i>
Define InterUnit templates.	Associates transaction codes with accounting entry types for which you provide ChartField values to complete partial InterUnit entries. InterUnit transactions involve business units.	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template <i>See PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Up Interunit and Intraunit Processing.</i>

Step	Purpose	Navigation
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 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 Enterprise Application Fundamentals 8.9 PeopleBook</i>, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Setting Up Interunit and Intraunit Processing.</p>
Associate the Inter/IntraUnit templates with 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 Enterprise General Ledger 8.9 PeopleBook</i>, “Defining Your Operational Structure”.</p>
Define Journal Generator templates.	Converts the entries into a format that General Ledger can understand.	<p>General Ledger, Journals, Subsystem Journals, Journal Generator Template</p> <p>See <i>PeopleSoft Enterprise General Ledger 8.9 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).

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 General Ledger.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Chapter 3, “Defining Your Operational Structure,” Establishing F&A and Direct-Cost Cost-Sharing Options, page 38.
Define F&A offsets	Tells the system how to apply F&A revenue when the F&A process is run.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets See Chapter 3, “Defining Your Operational Structure,” Establishing F&A and Direct-Cost Cost-Sharing Options, page 38.

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 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 Enterprise Project Costing 8.9 PeopleBook</i> , “Setting Up Accounting for Projects,” Defining Accounting Rules.

Grants

To create the award substructures that are necessary for transaction processing, perform these steps:

Step	Purpose	Navigation
Prepare a proposal.	After you receive funding approval, the proposal provides information that the system uses in the award generation process to create the award substructures.	Grants, Proposals, Maintain Proposal See Chapter 8, “Preparing and Submitting a Proposal,” Establishing Proposals, page 157.
Run the award generation process.	The system uses information that is entered on the proposal to create the award substructures (such as contract and project information) that are needed for award processing.	Grants, Proposal, Generate Award See Chapter 9, “Establishing Awards and Projects,” Generating Awards, page 222.

Step	Purpose	Navigation
Update the award profile.	Provides award notification and award details that the system uses to process and manage award transactions.	Grants, Awards, Award Profile See Chapter 9, “Establishing Awards and Projects,” Establishing Award Profiles, page 227.
Establish a project profile.	Provides information at the project level about how the system should process transactions for the particular award.	Grants, Awards, Project See Chapter 9, “Establishing Awards and Projects,” Establishing Project Profiles, page 248.
Establish project activities.	Provides information at the activity level about how the system should process transactions for the particular award.	Grants, Awards, Project Activity See Chapter 9, “Establishing Awards and Projects,” Establishing Project Activities, page 255.

Contracts

To make the contract available for billing, revenue recognition, and application engine processing, perform these steps:

Step	Purpose	Navigation
Assign a billing plan to the contract line.	Controls when billing occurs.	Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link. See <i>PeopleSoft Enterprise Contracts 8.9 PeopleBook</i> , “Creating Contracts,” Defining Contract Billing Options.
Activate the contract/award.	Tells the system that the contract is available for Application Engine processing.	Customer Contracts, Create and Amend, General Information, General See <i>PeopleSoft Enterprise Contracts 8.9 PeopleBook</i> , “Creating Contracts”.
Assign a revenue recognition plan to the contract line.	Controls when revenue recognition occurs.	Customer Contracts, Create and Amend, General Information, General Click the Revenue Plans link. See <i>PeopleSoft Enterprise Contracts 8.9 PeopleBook</i> , “Creating Contracts,” Defining Contract Lines.

Application Engine Processes

To book revenue entries to General Ledger, run these processes:

Step	Purpose	Navigation
Run the Grants F&A process.	Writes revenue accounting entries for sponsor F&A transactions to the CA_ACCTG_LN_PC table.	Grants, Awards, Process Facilities Admin See Chapter 9, “Establishing Awards and Projects.” Processing F&A Costs, page 265.
Run the rate-based revenue process (PSA_ACCTGGL).	Writes revenue for Project Costing/Grants to the CA_ACCTG_LN_PC table. This process picks up rate-based award lines that are linked to as-incurred revenue recognition plans.	Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue See <i>PeopleSoft Enterprise Contracts 8.9 PeopleBook</i> , “Processing Revenue Recognition”.
Run the Journal Generator process.	Imports the accounting entries that were staged in the CA_ACCTG_LN_PC table into General Ledger.	General Ledger, Journals, Subsystem Journals, Generate Journals See <i>PeopleSoft Enterprise General Ledger 8.9 PeopleBook</i> , “Processing Journals”.
Run the Journal Generator Update process.	Takes the completed journal information for the award/contract line and updates the GL_DISTRIB_STATUS on the PROJ_RESOURCE table for your revenue rows to D for distributed	Customer Contracts, Schedule and Process Revenue, Retrieve GL Updates See <i>PeopleSoft Enterprise Contracts 8.9 PeopleBook</i> , “Processing Revenue Recognition”.

APPENDIX C

Applying Transactions to Grants

This appendix discusses how transactions are created and applied to Grants awards.

How Transactions Are Created and Applied to Grants Awards

You can create and apply transactions that are related to 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 Project Costing using the Add Transactions page.

These applications integrate with Grants for the Project Costing Integration process:

- General Ledger
- Inventory
- Payables
- Purchasing
- Expenses
- Time and Labor

Typically, you would create transactions in one of the PeopleSoft feeder systems and then bring the transactions into Grants through the Project Costing Integration process. The integration process calls the pricing engine, which in turn refers to the rate set to price the transactions and assign a target analysis type (usually BIL) to the incoming rows. These transaction rows are then stored in the Project Resource table (PROJ_RESOURCE) until they are processed through to Billing and General Ledger

Some examples of transactions that are created in feeder systems include:

- Requisitions from Purchasing.
- Purchase orders that are created in Purchasing and processed through Payables.
- Vouchers that are created in Payables.
- Time and expense information that is created in Expenses.
- Journal entries from General Ledger.
- Payroll entries from Time and Labor.

After you process the transactions, you can view them by navigating to the Project Transactions page for your specific project and activity

Example: Bringing Vouchers into Grants

The system brings vouchers into Project Costing as actual costs and assigns them an analysis type of ACT. This table lists the major steps in creating a voucher and applying it to Project Costing:

Step	Navigation
Create a voucher in Payables.	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information
Post the voucher.	Accounts Payable, Batch Processes, Vouchers, Voucher Posting, Voucher Posting Request
Run the Project Costing Integration Process (AP_PC_TO_PC) to bring the voucher into Project Costing.	Project Costing, Cost Collection, Payables
Verify that the system applied the transaction to the Grants project.	Project Costing, Project Definitions, General Information

To process transactions from other PeopleSoft feeder systems, refer to the appropriate PeopleBook.

Adding Transactions Directly to Project Costing

To add a transaction directly to Project Costing:

1. Access the Add Transactions page in Project Costing.
Select Project Costing, Transaction Definitions, Add Transactions.
2. Select an analysis type for each transaction that you enter.
3. Select or enter the details of the transaction (source type, category, quantity, unit of measure, and so on).
4. If you are adding a transaction in a currency that differs from the base currency of the business unit, enter the transaction amount in the Source Amount field and select the Source Currency that is used in the transaction.

The system automatically converts the transaction amount to the business unit's base currency based on the default conversion rate type that is established for the user. Rate type defaults are set up in the General Options - User Preferences page. The converted amount is displayed in the Project Amount field on the Transaction Detail page.

5. Click Save to save the data in the Interface Project Resource staging table (INTFC_PROJ_RES).

If 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

Delivered Workflows for Grants

This appendix discusses delivered workflows for Grants.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Workflow Technology

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise Receivables 8.9 PeopleBook, “Managing Credit, Collections, and Exceptions”

Delivered Workflows for Grants

This section discusses Grants workflows. The workflows are listed alphabetically by workflow name.

Milestone Due Notification

This section discusses the Milestone Due Notification workflow. The workflow sends reminder email notifications to a group of roles prior to the milestone due date.

Description

Event Description	The user sets up in the system the number of days that the role needs to be notified prior to the milestone due day.
Action Description	The system sends reminder email notifications to a group of roles that are listed in the Approval/Notification Process page prior to the milestone due date.
Notification Method	Email notification only.

Workflow Objects

Approval Rule Set	None
Business Process	Grants Business Process: GM_GRANTS_BP
Activity	Activity for Milestone Notification: GM_MILE_NOTI_DUE1
Role	None

Proposal Component Approval Process

This section discusses the Proposal Component Approval Process workflow. The workflow generates worklist and notification that requests the approval or review of a proposal.

Description

Event Description	The user submits, reviews, and approves a Grants proposal either at the proposal/primary project component level or at the all projects component level. This triggers workitems and email notifications.
Action Description	When the proposal's status changes to the status that is listed in the Grant's Award Setup Definition page, an approval process will be triggered, sending workitem/email notification for multi-layered approval.
Notification Method	Email or worklist.

Workflow Objects

Approval Rule Set	None.
Business Process	Grants Business Process: GM_GRANTS_BP
Activity	Two activities exist: GM_COMPONENT_APPR and GM_COMP_STATUS_NOTI
Role	None.

Proposal Notification

This section discusses the Proposal Notification workflow. The workflow send informational email notifications to a group of roles when the proposal status changes.

Description

Event Description	An email notification is triggered when the proposal status changes.
Action Description	An email notification is generated to the roles that are listed in the Approval/Notification Setup page.
Notification Method	Email notification only.

Workflow Objects

Approval Rule Set	None.
Business Process	Grants Business Process: GM_GRANTS_BP
Activity	Activity: GM_PROPOSAL_NOTI
Role	None.

Protocol Approval Process

This section discusses the Protocol Approval Process workflow.

Description

Event Description	When the user submits the protocol, this action triggers the initial workflow worklist to be sent to the committee administrator. After the administrator assigns the review type, workflow sends the worklist and/or email notification to the roles listed in the Approval/Notification Setup page. The approver then selects <i>Approved</i> , <i>Denied</i> , or <i>Returned</i> for the protocol.
Action Description	When the administrator acts on it, it disappears from the worklist. The system triggers an approval process, sending workitem/email notification for multi-layered approval.
Notification Method	Worklist and email.

Workflow Objects

Approval Rule Set	None.
Business Process	Protocol Business Process: GM_PCL_BP
Activity	Approval Process Activity for Full Review: GM_PCL_APPROVE_FL Approval Process Activity for Except/Expedited Review: GM_PCL_APPROVE_EE
Role	None.

Protocol Batch Notification

This section discusses the Protocol Batch Notification workflow.

Description

Event Description	The workflow for committee meeting reminders, continuing reviews, expirations, and renewals is triggered by a user-initiated batch process that can be run for whatever interval the user defines.
Action Description	An email notification is generated.
Notification Method	Email notification only.

Workflow Objects

Approval Rule Set	None.
Business Process	Protocol Business Process: GM_PCL_BP
Activity	Activity for batch notification: GM_PCL_BATCH
Role	None.

Protocol Notification

This section discusses the Protocol Notification workflow.

Description

Event Description	When the protocol status changes the system sends the worklist/email to the roles defined on the workflow rules.
Action Description	The system generates a worklist/email notification.
Notification Method	Worklist and email.

Workflow Objects

Approval Rule Set	None.
Business Process	Protocol Business Process: GM_PCL_BP
Activity	Two activities exist: GM_PCL_SUBMIT and GM_PCL_ASSIGNMENT
Role	None.

APPENDIX E

Grants Reports and Forms

This appendix provides an overview of 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.

Grants Reports and Forms: A to Z

The tables in this appendix list the Grants reports and forms.

This section discusses:

- Federal forms
- Administrative reports
- Billing forms

See Also

Chapter 8, “Preparing and Submitting a Proposal,” Printing Proposals, page 211

<http://www.nih.gov/grants/forms.htm>

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Application Fundamentals Reports”

Federal Forms

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 398 Federal Form – PHS 398	Provides information for the Federal Grant Application.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Federal Form – PHS 2590	Provides information for the Federal Non-Competing Grant Progress Report or the Continuation Proposal	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

Administrative Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GMPER034 Bio sketch	Includes the name, address, education, professional experience, and language proficiency of the investigators on the proposal.	Grants, Professionals, Biosketch Report	RUN_GM_PERS_BIO
GMPER035 Current and Pending Support	Provides an overall summary of the total commitments for a particular investigator.	Grants, Professionals, Other Support Report	RUN_GM_PERS_BIO
SF-269A Financial Status / 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"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC
SF-1035 Public Voucher for Purchases and Services Other Than Personal - Continuation	Provides a continuation sheet on SF-1034. It includes invoice header and expense line detail information that the expense account tree defines.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
SF-270 Request for Advance or Reimbursement	Provides an invoice summary page that includes invoice header information.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC
GM_GEN Generic Letterhead Invoice	Provides a generic invoice. It includes invoice header and expense line detail information that the expense account tree definition controls.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC
GMIVCPN Invoice Print Summary	Generates the invoices that are described previously plus optional cost-sharing and salary-detail (BIGSALDL) reports.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC
BIGSALDL Salary Detail	Provides the salary detail that is associated with the invoices that the system creates.	Billing, Generate Invoices, Reports, Salary Detail	RUN_GM_SAL_DETL
GMLOC01 Letter of Credit	Provides details on document number and federal award number as well as funding, previously billed, unbilled, and allowable draw balances.	Billing, Manage Billing Worksheet, Letter of Credit Summary	BI_LOC_SUMMARY

Glossary of PeopleSoft Terms

absence entitlement	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.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	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.
accounting date	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.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	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.
action reason	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.
action template	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.
activity	<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>
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	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.
allocation rule	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.
alternate account	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.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	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.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	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."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	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.

budget period	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.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	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).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	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.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	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.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	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.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	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.
checkbook	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.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	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> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	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.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
collection	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.
collection rule	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.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	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.

compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	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.
configuration parameter catalog	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.
configuration plan	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.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
content reference	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.
context	<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 Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.</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>
control table	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.
cost-plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost profile	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.
cost row	A cost transaction and amount for a set of ChartFields.
course	<p>In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.</p> <p>See also <i>class</i>.</p>

course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	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).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	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.
delivery method	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. 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.
delivery method type	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.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing	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.
dynamic detail tree	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.
edit table	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.
effective date	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.
EIM ledger	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.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	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.
equitization	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.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	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. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	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.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	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.
fact	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.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	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.
fund	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.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	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.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	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.
incentive object	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.
incentive rule	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.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set <code>ADVANCED_SHIPPING_ORDER</code> contains all of the integrations that notify a customer that an order has shipped.
item	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. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations.

You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	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.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	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.
learning components	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.
learning environment	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.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	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.
library section	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.
linked section	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.
linked variable	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.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	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.

local functionality	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.
location	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.
logistical task	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.
market template	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.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	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.
MCF server	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.
merchandising activity	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.
meta-SQL	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.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, 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.
multibook	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).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	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.

need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	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.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	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.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	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.
performance measurement	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.
period context	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.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

plan	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.
plan context	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.
plan template	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.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	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.
price list	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.
price rule	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.
price rule condition	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.
price rule key	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.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	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.
process definition	Process definitions define each run request.
process instance	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.
process job	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.
process request	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.
process run control	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.
product	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
product category	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.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	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.
progress log	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.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	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.
record input VAT flag	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 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.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
rename	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	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).
reference transaction	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.
regional sourcing	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.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	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.
role user	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.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	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.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	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.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	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.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	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.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	<p>In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.</p> <p>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.</p>
session template	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.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	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.
single signon	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.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	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.
speed key	See <i>communication key</i> .

SpeedChart	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.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	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.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	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).
summary ledger	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.
summary time period	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.
summary tree	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.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
system source	The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch). When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft system.

For example, processes that import data from Microsoft Project into PeopleSoft applications create transaction rows with a source code of MSP (Microsoft Project).

TableSet	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.
TableSet sharing	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.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	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.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	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.
trace usage	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.
transaction allocation	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.
transaction state	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.

Translate table	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.
tree	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.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.
unclaimed transaction	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.
universal navigation header	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.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
user interaction object	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).
variable	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.
VAT exception	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.
VAT exempt	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.
VAT exoneration	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.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	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.
worker	A person who is part of the workforce; an employee or a contingent worker.

workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	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.
worklist	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.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	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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