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PeopleSoft Enterprise Grants 9.0 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- 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 elements, such as fields and check boxes, that require additional explanation. If an 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 Enterprise applications are defined in this preface.

PeopleSoft Enterprise 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 Enterprise applications.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, 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 Enterprise applications most effectively.

Application Fundamentals

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

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 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.

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The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft Enterprise applications. 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.
- Download and order printed documentation.

Obtaining Documentation Updates

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

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

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

- Download PDF files.
- Order printed, bound volumes.

Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021

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Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

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

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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.
Italics	Indicates field values, emphasis, and PeopleSoft Enterprise 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 *O*.
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.
“ ” (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 (|).

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Typographical Convention or Visual Cue	Description
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

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 Enterprise 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.

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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 Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.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.

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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.

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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:

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

PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Grants 9.0 PeopleBook* provides implementation and processing information for the PeopleSoft Grants system. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Oracle's PeopleSoft Financial Management Solutions (FMS), Oracle's PeopleSoft Enterprise Service Automation (ESA), and Oracle's PeopleSoft Supply Chain Management (SCM) product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks also apply to PeopleSoft Grants:

- *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook.*

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- *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook.*
- *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook.*
- *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*
- *PeopleSoft Enterprise Bank Setup and Processing 9.0 PeopleBook.*
- *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook.*

Pages with Deferred Processing

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

See Also

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

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

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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 singe 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	Institutional Animal Care and Use Committee. Each institution that receives PHS (public health service) support for activities involving vertebrate animals or is subject to the authority of the Animal Welfare Act (AWA) must operate an animal care and use program with clear lines of authority and responsibility. The program must include: • 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.

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	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,

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	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: *Once:* Processes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* *Always:* Processes the request every time the batch process runs. *Don't Run:* 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. See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*
Product	ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.
Professional	An employee within PeopleSoft Human Resources Management. In PeopleSoft Grants, you can enter the names of professionals into the system even if they are not yet official employees.
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 PeopleSoft Project Costing. Projects provide the structure to which activities and resources are added. Each node on a projects tree represents a project. Projects can contain activities and resources. This provides a hierarchical relationship between projects and facilitates cost roll-ups. A project in PeopleSoft 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 PeopleSoft Grants or entered by a user to track the proposal throughout the proposal development and submission process. You can also use *NEXT* numbering for the proposal ID, which is obtained from the PeopleSoft Contracts numbering schema. Using *NEXT* 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

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	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 PeopleSoft Project Costing. It is through resource transactions that individual costs and types of costs are tracked. Each resource transaction contains a cost and a quantity and as many identifiers of that cost as necessary. Resource transactions are created when you receive information from other systems, run allocations with project resources as the target, or perform internal transactions such as billing, project closure, or adjustments.
Resource Type	The resource transaction field in PeopleSoft Project Costing that identifies the resource that is associated with a given cost. Resource types may be very general or very specific depending on the needs of an organization; they are used in conjunction with resource categories, resource subcategories, and resource groups.
Role	The list of available roles. These are user-defined. The list of roles in each transaction type may be different.
Routing Rules	Indicate who will be involved and what kind of action that person can perform.
Run	Click this button to go to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. 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.

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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.

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CHAPTER 1

Getting Started with PeopleSoft Grants

This chapter discusses:

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

PeopleSoft Grants Overview

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

With this application, you can:

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

PeopleSoft Grants Business Processes

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

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

- Proposal Preparation:

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

- Proposal Submission:

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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. PeopleSoft Grants supports Grants.gov electronic submission functionality and includes the key SF–424 R&R family and all of its schemas.

- Letter of Credit Processing:

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

- Payment Processing:

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

- Project Administration:

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

- Protocol Management:

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

- Award Administration:

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

- Award Negotiation:

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

- Budget Administration:

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

- Award Funding:

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

- Facilities and Administration (F&A) Cost processing:

  PeopleSoft Grants enables you to calculate and track sponsor F&A, cost shared F&A, and waived F&A.

- Bill Creation:

  Through its integration with PeopleSoft Contracts, PeopleSoft Grants enables you to generate bills and recognize revenue for your awards. You can also generate letter-of-credit draws and print letter-of-credit reports as needed.

- Financial Reporting:

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PeopleSoft Grants supports a wide range of reporting capabilities using the proposal and award data that is stored in your PeopleSoft Grants database.

- Project Analysis:

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

- Award Closeout:

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

- PeopleSoft Grants Workflow:

  PeopleSoft Grants manages the proposal approval process through its life cycle, determines when milestones are due, and sends notifications to the appropriate roles as needed. This workflow solution is designed to be fully configurable.

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

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

PeopleSoft Grants Process Flows

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

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

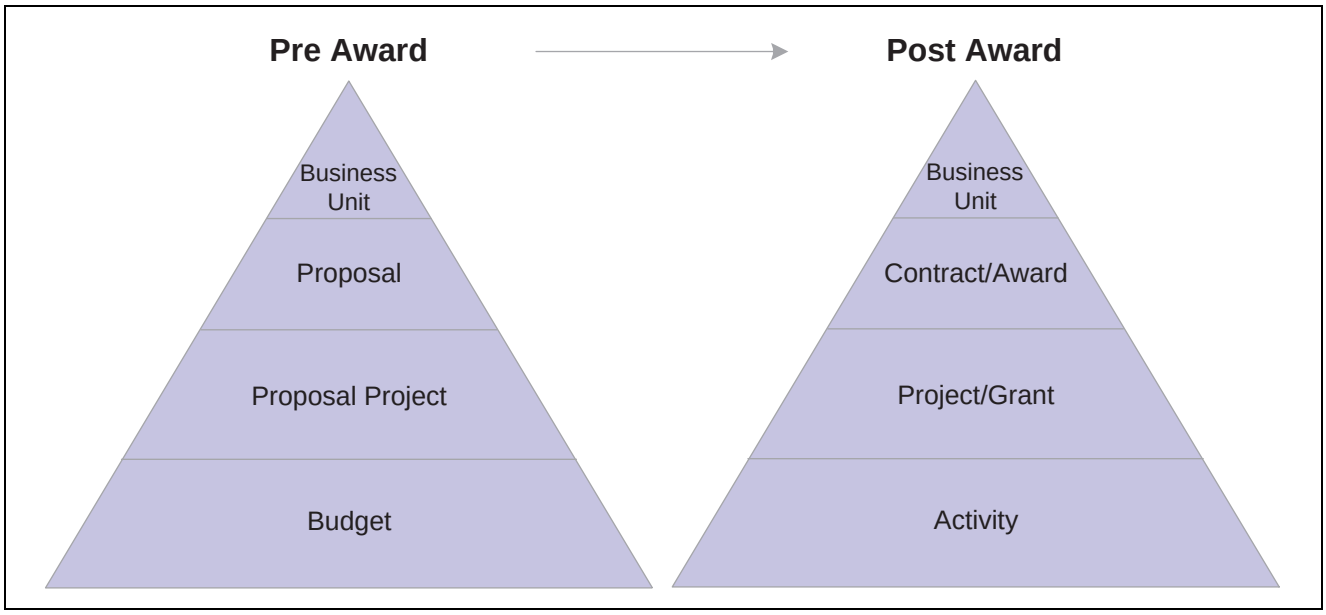


Administering PeopleSoft Grants

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

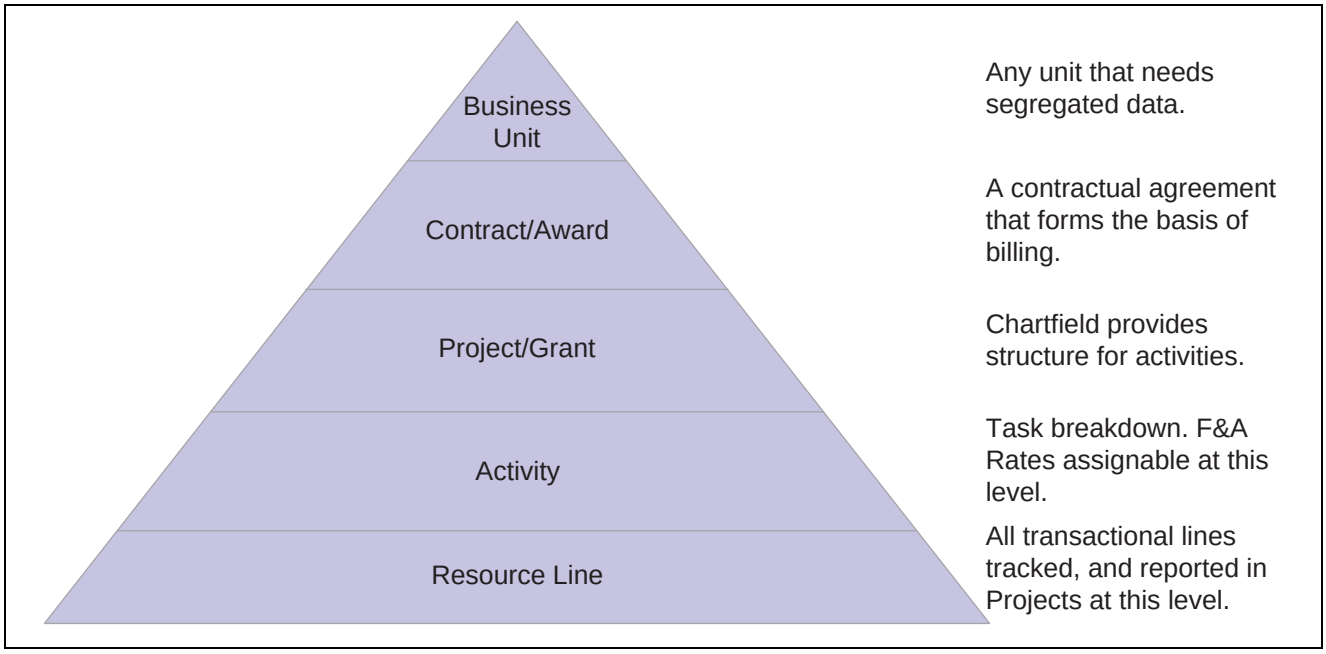
The following diagram illustrates the basic flow and structure of a proposal as it moves from the pre-award status to the post-award stage

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Pre award to post award flow

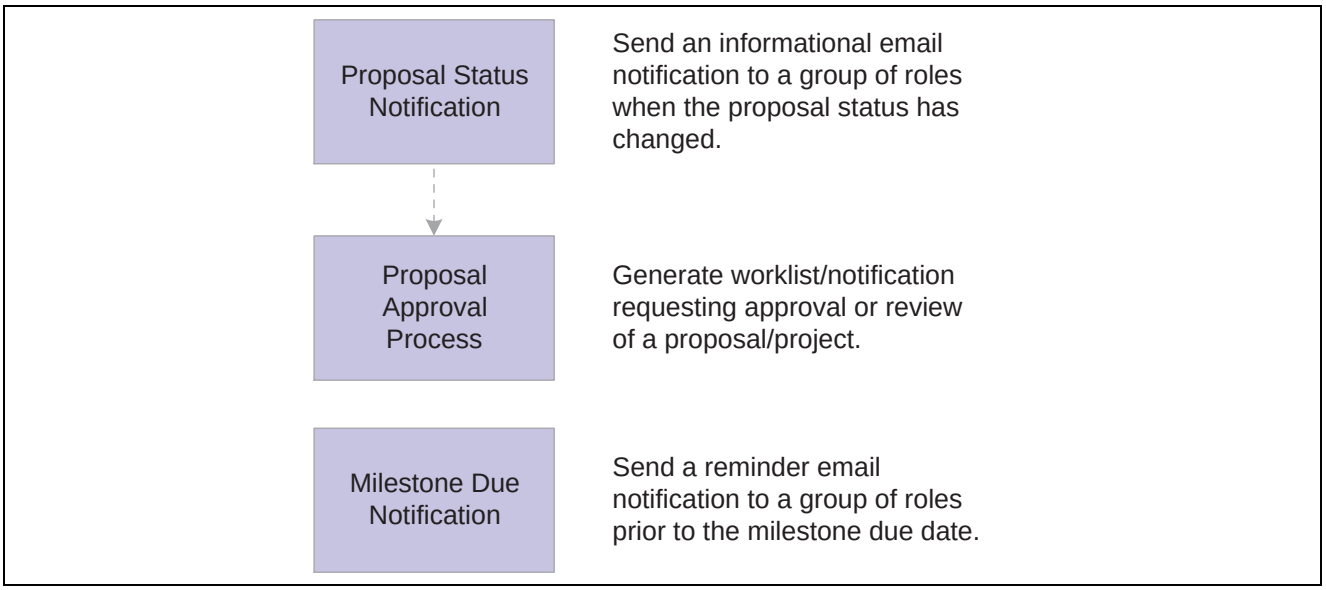
The following diagram illustrates the basic flow and structure of post award.



Post award structure

The following diagram illustrates the basic flow of Workflow.

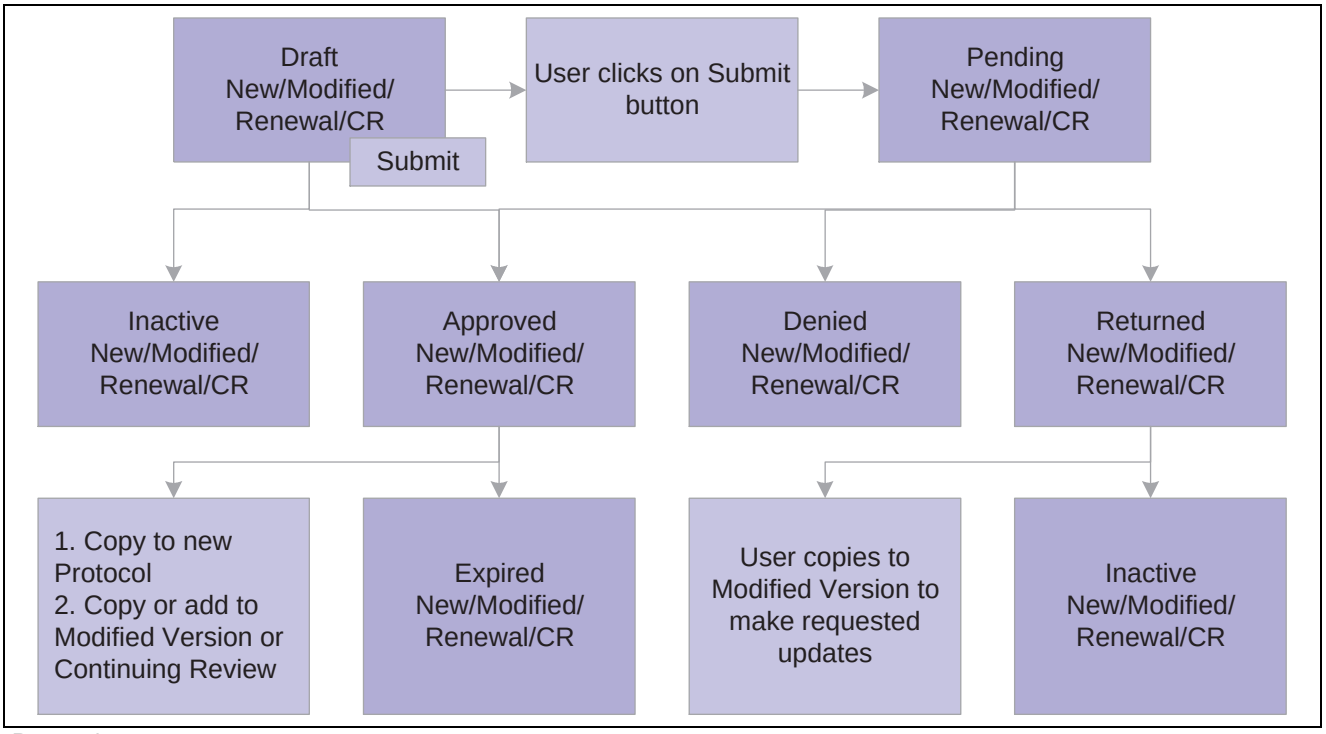
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Workflow process diagram

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:

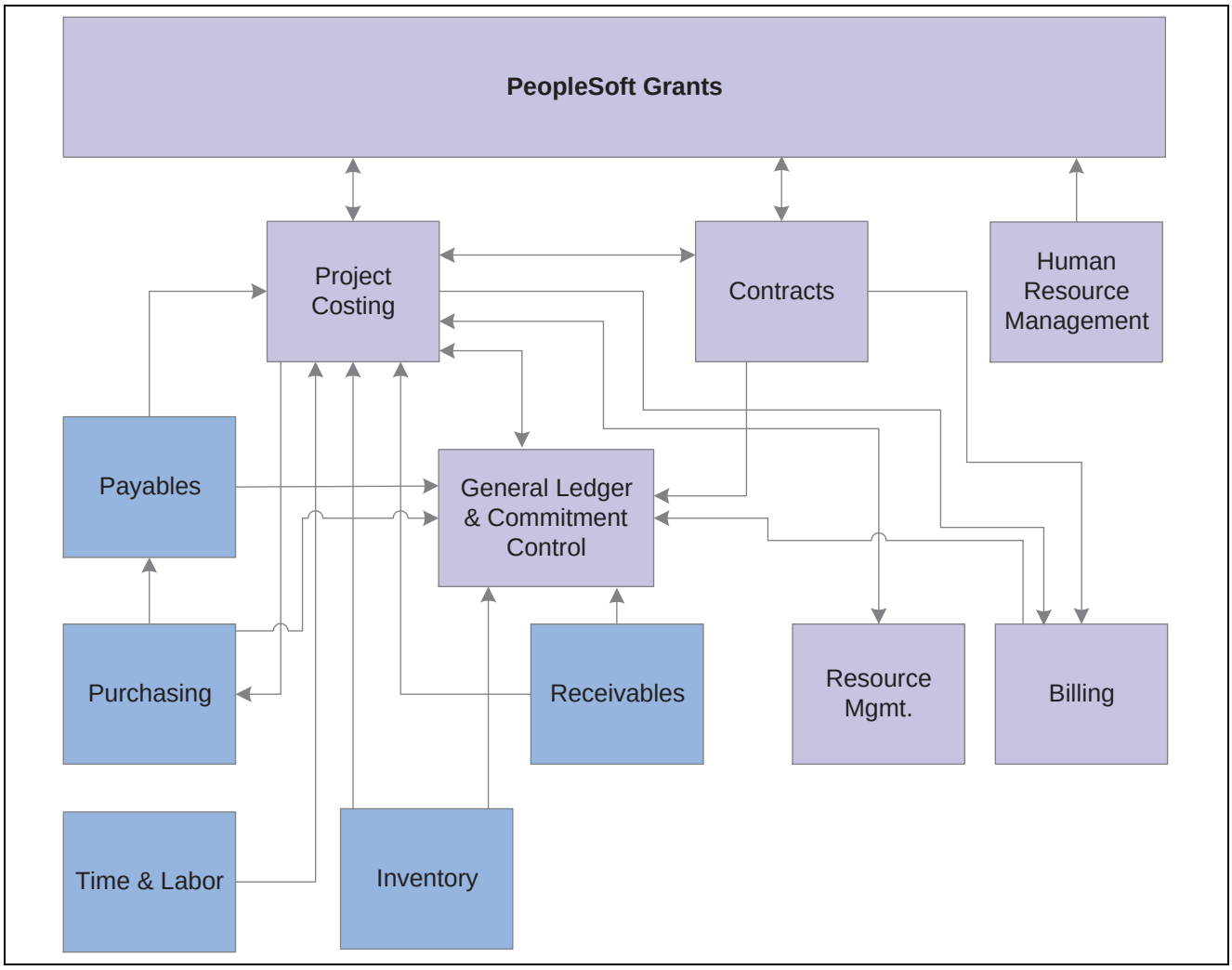
- Capture all required data fields for submission to a review committee for approval.

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- 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

PeopleSoft Grants integrates with these PeopleSoft applications:



PeopleSoft Grants integration flow with other PeopleSoft applications

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

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Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

PeopleSoft Enterprise Contracts and Project Costing

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

PeopleSoft Enterprise Human Resource Management

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

PeopleSoft Enterprise General Ledger and Commitment Control

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

PeopleSoft Enterprise Purchasing

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

PeopleSoft Enterprise Receivables

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

PeopleSoft Enterprise Billing

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

PeopleSoft Enterprise Time and Labor

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

PeopleSoft Enterprise Inventory

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

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PeopleSoft Grants Implementation

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

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

- PeopleSoft General Ledger
- PeopleSoft Projects
- PeopleSoft Billing
- PeopleSoft Contracts
- PeopleSoft Grants

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

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

Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Alternate Account".
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Operating Unit Values.
Department (DEPARTMENT)	DEPT_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Department Values.
Project ID (PROJECT)	PROJECT_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Project Values and Grant Values.
Product (PRODUCT)	PRODUCT_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Product Values.

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Component	Component Interface	Reference
Fund Code (FUND_DEFINITION)	FUND_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Statistics Code Values.
Class Field (CLASS_PNL)	CLASS_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Class Field Values.
Budget Reference (BUDREF_PNL)	BUDGET_REF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Budget Reference Values.
Program Code (PROGRAM_ DEFINTION)	PROGRAM_CF	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Program Code Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Scenario Values.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
InterUnit Template (IU_INTER_ TMPLT)	IU_INTER_TMPLT	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates.

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Component	Component Interface	Reference
IntraUnit Template (IU_INTRA_ TMPLT)	IU_INTRA_TMPLT	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates.
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Interunit Pairs.
Ledgers for a Unit (BUSINESS_ UNIT_LED)	EM_BUS_UNIT_LED	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "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 *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Defining VAT Accounts by General Ledger Business Unit (Optional).
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Setting Up VAT Entities.
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Establishing VAT Defaults.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks".
Team Member Types (MEMBER_ TYPE_TABLE)	MEMBER_TYPE_TABLE_CI	See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.
Team Member Personal Data (MEMBER_PERSON1)	MEMBER_PERSON1_CI	See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.

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Component	Component Interface	Reference
Support Team Members (TEAM_MEMBER_TABLE)	TEAM_MEMBER_TABLE_CI	See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.
Customer Group Table (CUST_GROUP_TBL)	CUSTOMER_GROUP	See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining Additional Customer Information," Establishing Customer Group Tables.
Contact Info (CONTACT_INFO)	CONTACT	See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences.
Submit Proposal (GM_PROP_SUBMISSION)	GM_PROP_SUBMN_CI	See Chapter 8, "Preparing and Submitting a Proposal," page 169.

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

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CHAPTER 2

Navigating in PeopleSoft Grants

This chapter discusses how to navigate in PeopleSoft Grants.

Navigating in PeopleSoft Grants

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

See Also

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Grants

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

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

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

See Also

PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management 9.0 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 9.0 PeopleBook, "Using Navigation Collections"

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CHAPTER 3

Defining Your Operational Structure

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

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

Understanding the Implementation Process

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

1. Set up PeopleSoft General Ledger defaults.

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

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

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

4. Set up PeopleSoft Grants.

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

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

5. Define PeopleSoft Grants security.

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

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

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Understanding the Inter/IntraUnit Processor

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

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

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 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 PeopleSoft Grants Rules and Business Units

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

This section discusses how to:

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

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- 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 PeopleSoft Grants options.

Pages Used to Define PeopleSoft 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.

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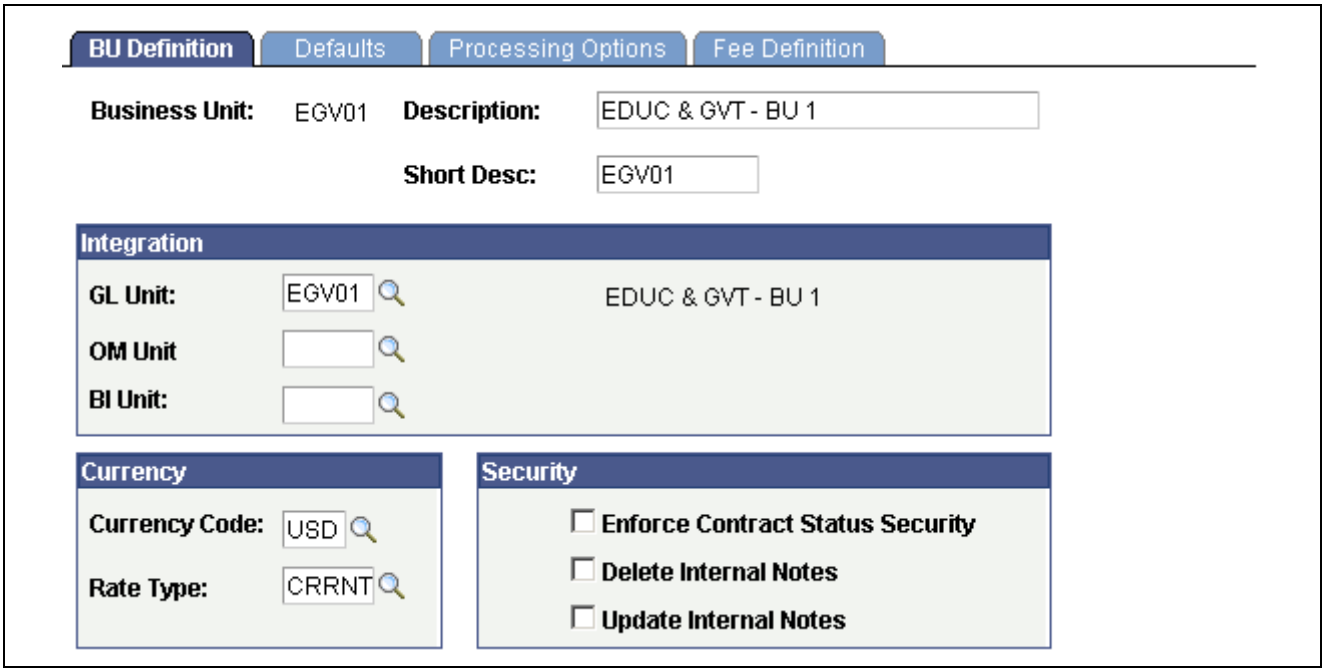
Page Name	Object Name	Navigation	Usage
Confidence Level Setup	GM_BU_CONF_GRANT	Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Confidence Level Setup	Define confidence levels.
Setup Level	GM_BU_DEFN	Set Up Financials/Supply Chain, Business Unit Related, Grants, 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 workflow component at the primary project level, then workflow is triggered for the components that exist in the primary project only. Otherwise, workflow will be triggered for all components within the proposal.
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.

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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 PeopleSoft Contracts Business Units

Access the Contracts - BU Definition page.



Contracts - BU Definition page

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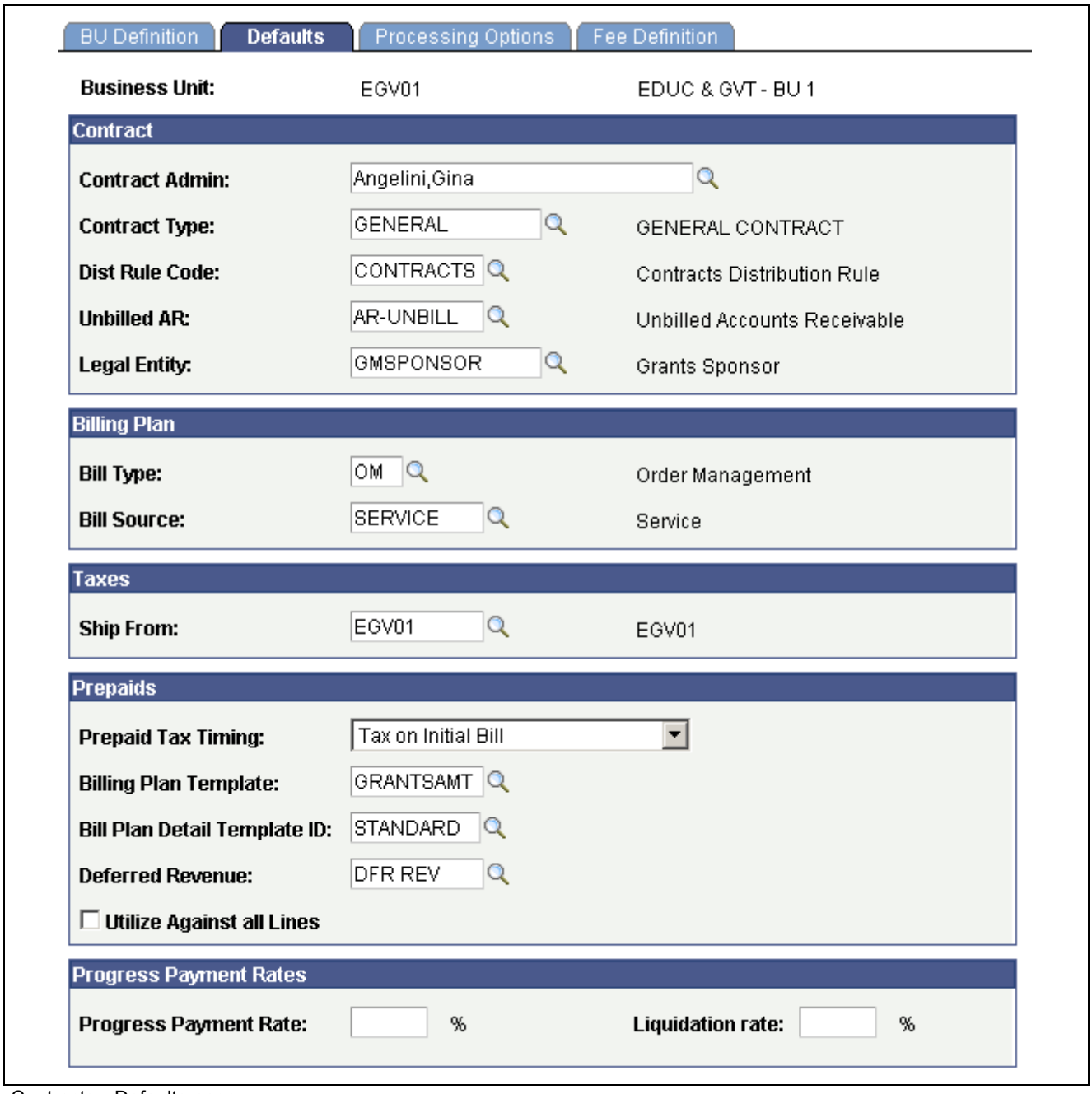
Instructions on setting up contracts business units appear in the *PeopleSoft Enterprise Contracts 9.0. PeopleBook.*

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining Default Options

Access the Contracts - Defaults page.



Contracts - Defaults page

Instructions on setting up default options appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

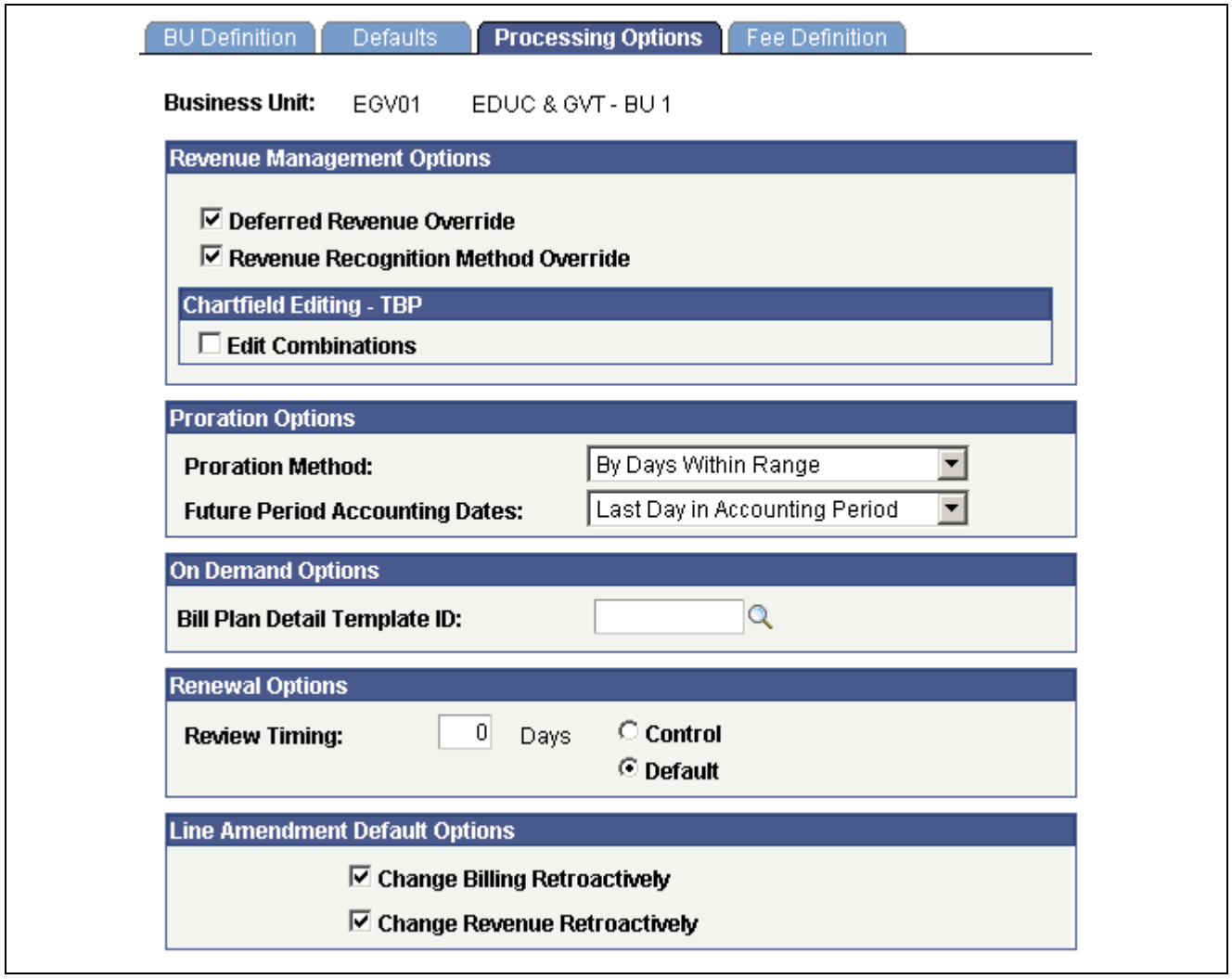
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See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining Processing Options

Access the Contracts - Processing Options page.



Contracts - Processing Options page

Instructions on setting up processing options appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

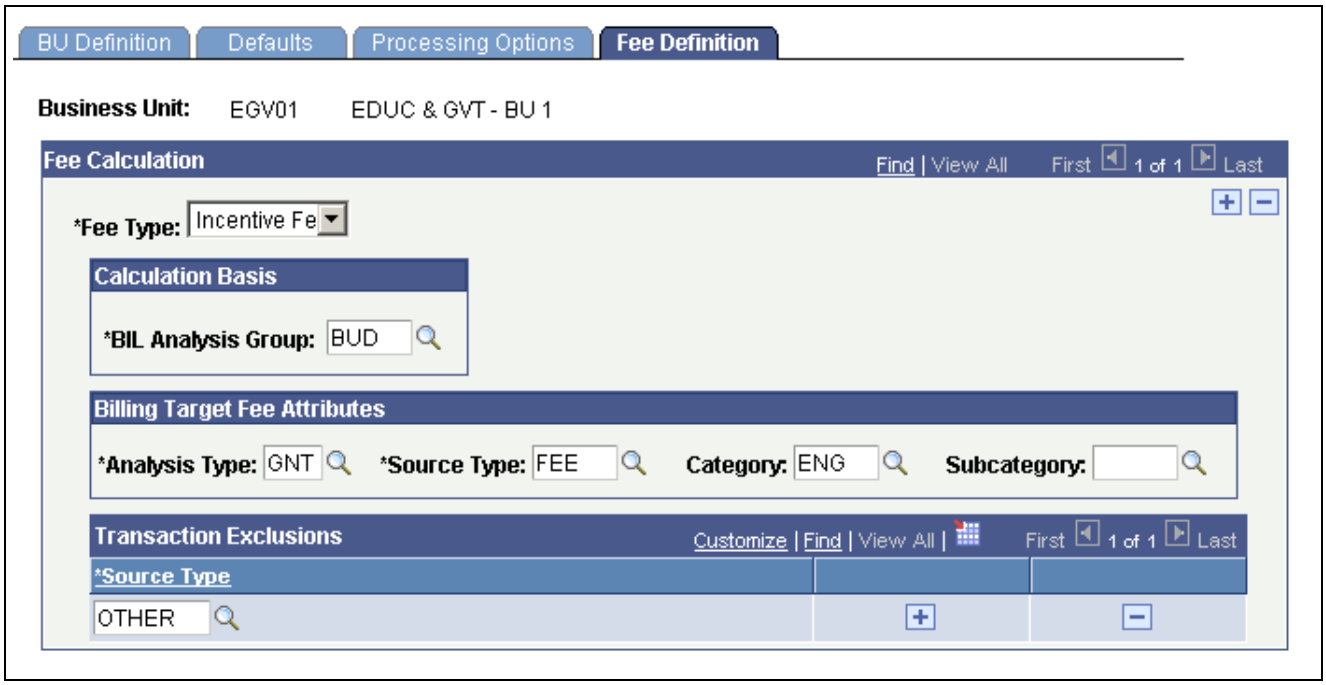
See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining a Fee

Access the Contracts - Fee Definition page.

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Contracts - Fee Definition page

Instructions on defining fees appear in the *PeopleSoft Enterprise Contracts 9.0 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 PeopleSoft Grants awards.

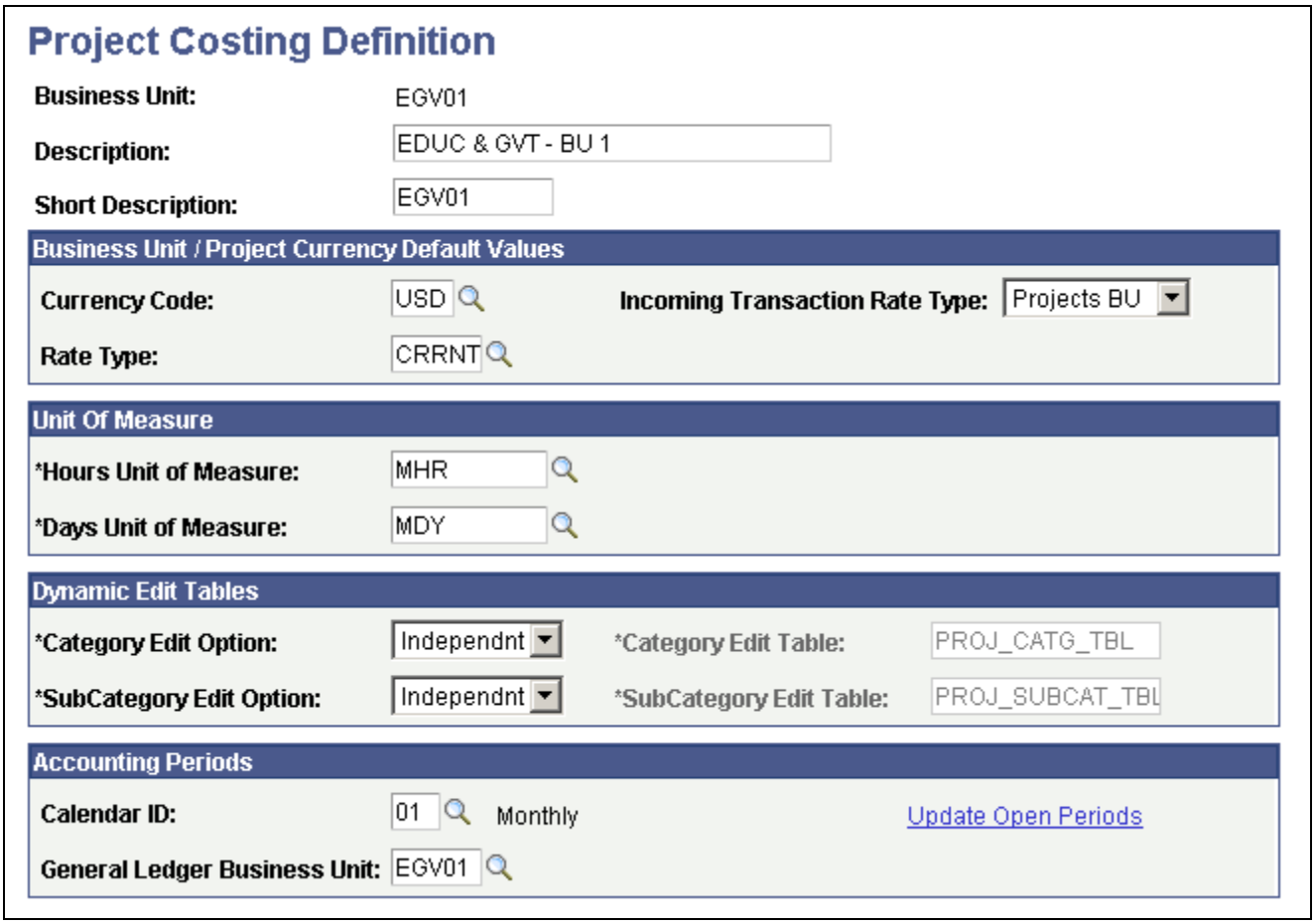
See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining PeopleSoft Project Costing Business Units

Access the Project Costing Definition page.

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Project Costing Definition page

Instructions on setting up projects business units appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

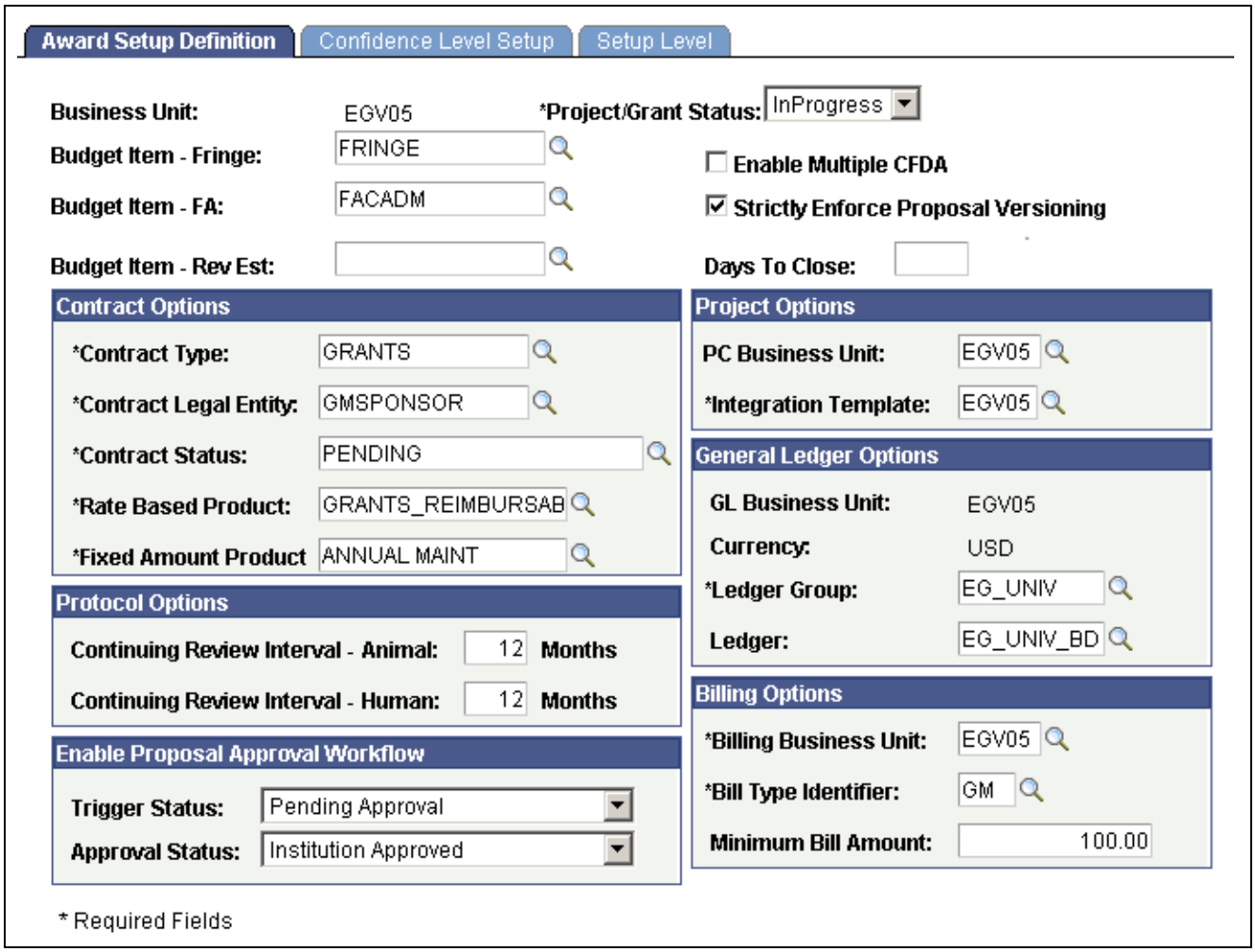
See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up Project Business Units"

Defining Award Setup Options and Defaults

Access the Award Setup Definition page.

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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.

Enable Multiple CFDA — Select this option to store multiple CFDA numbers at the proposal and award level.

Strictly Enforce Proposal Versioning — Select this option to make a copied proposal's version the system-generated NEXT. This is the recommended setting to manage versioning.

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Days To Close Enter the number of days you want the system to append to the proposal's end date when it writes the end date into PeopleSoft Commitment Control. This allows for trailing costings. Entering a value in 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, *Pending*) 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 *Rate* and a revenue recognition method of *As Incurred.* Products are defined on the Product Definition pages and in PeopleSoft Contracts.

Fixed Amount Product The value that you enter here will be used to establish fixed fee contracts.

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 PeopleSoft Grants transactional data.

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

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 PeopleSoft Commitment Control feature for projects and the default general ledger on the integration template is using commitment control, you must select a ledger group for which you have established processing rules on the Control Budget Options pages.

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However, if you are not using the PeopleSoft Commitment Control feature, then the ledger group is optional. The ledger group value, if provided, is used by the system as the default value for the budget detail lines on the Project Funding page when you run the award generation process.

Ledger Select the ledger that you want to use. This field is enabled after you select a projects business unit, integration template, and ledger group.

Enable Proposal Approval Workflow

Trigger Status Identify the status which will trigger the proposal workflow approval process. If this field has a value, then the workflow is active; otherwise, workflow is not active.

Approval Status Identify the status to assign to a workflow-approved proposal.

Billing Options

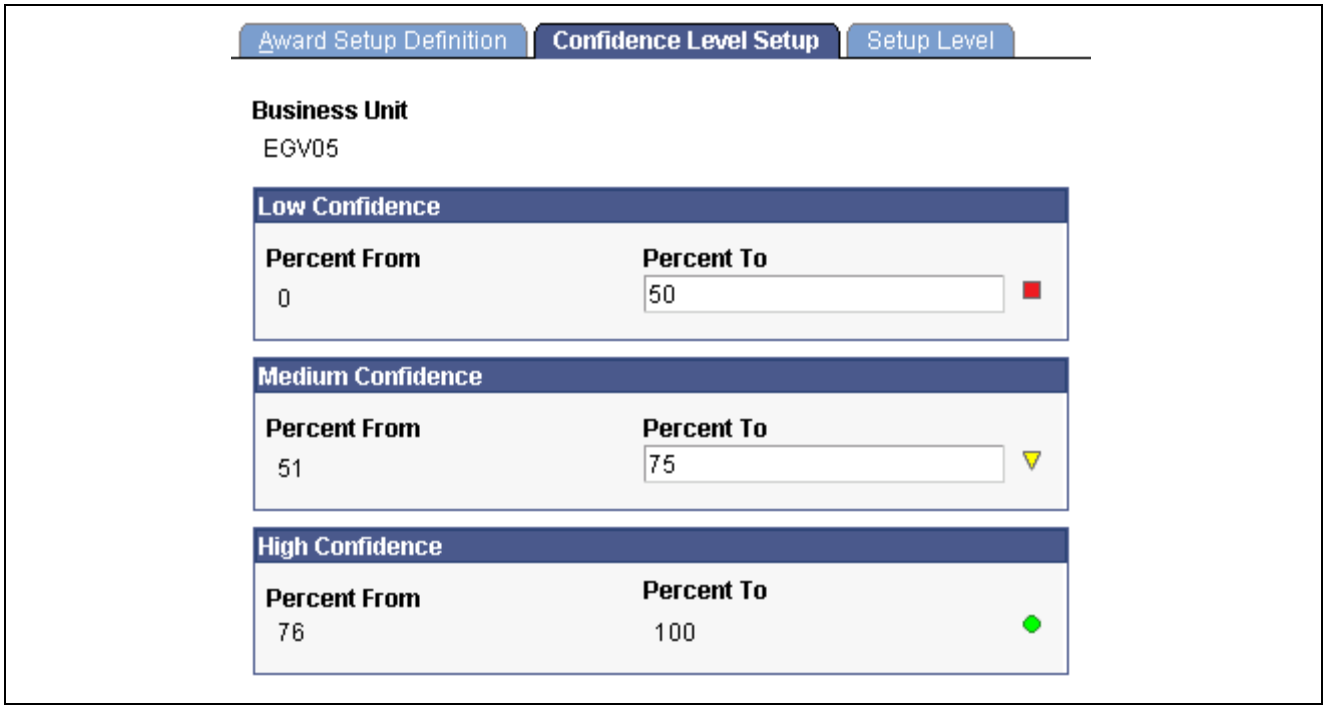
Billing Business Unit Select the business unit that you want to use for billing purposes.

Bill Type Identifier Select the identifier that is used most often by the institution for billing. Select *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. The system disregards this amount for final invoices.

Defining Confidence Levels

Access the Confidence Level Setup page.



Confidence Level Setup page

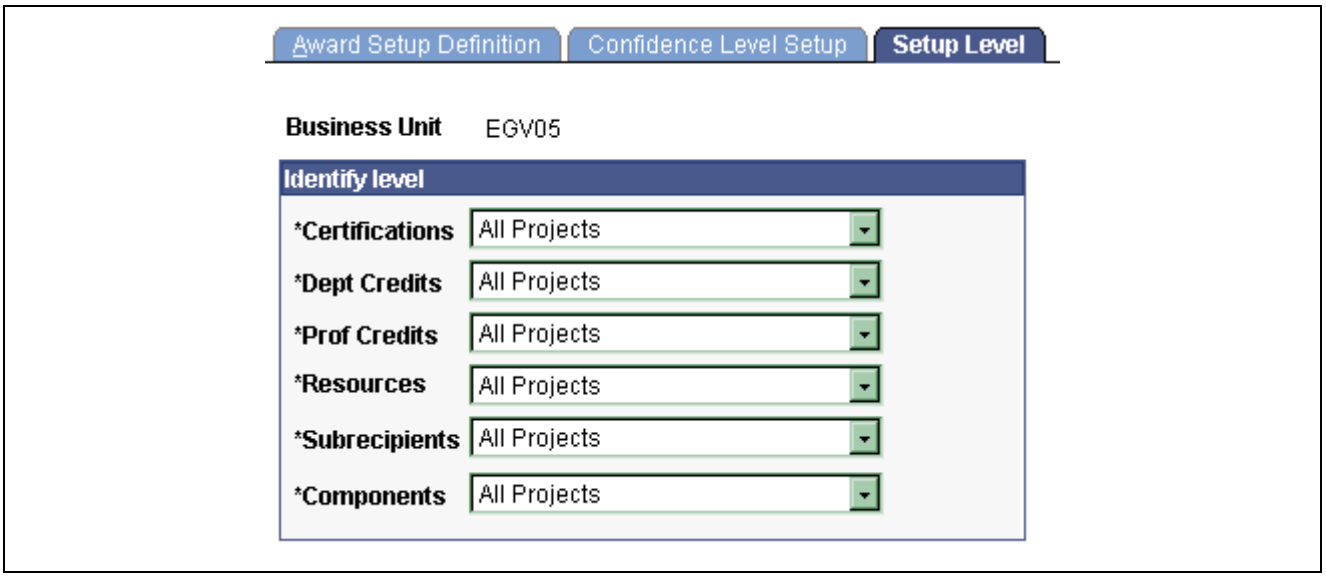
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This page provides a visual clue as to the likelihood that a proposal will be approved. You can set up and maintain confidence levels. You can enter percentages for three confidence levels: high, medium, and low. The symbol to the right of the field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

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

Identifying Setup Levels

Access the Setup Level page.



Setup Level page

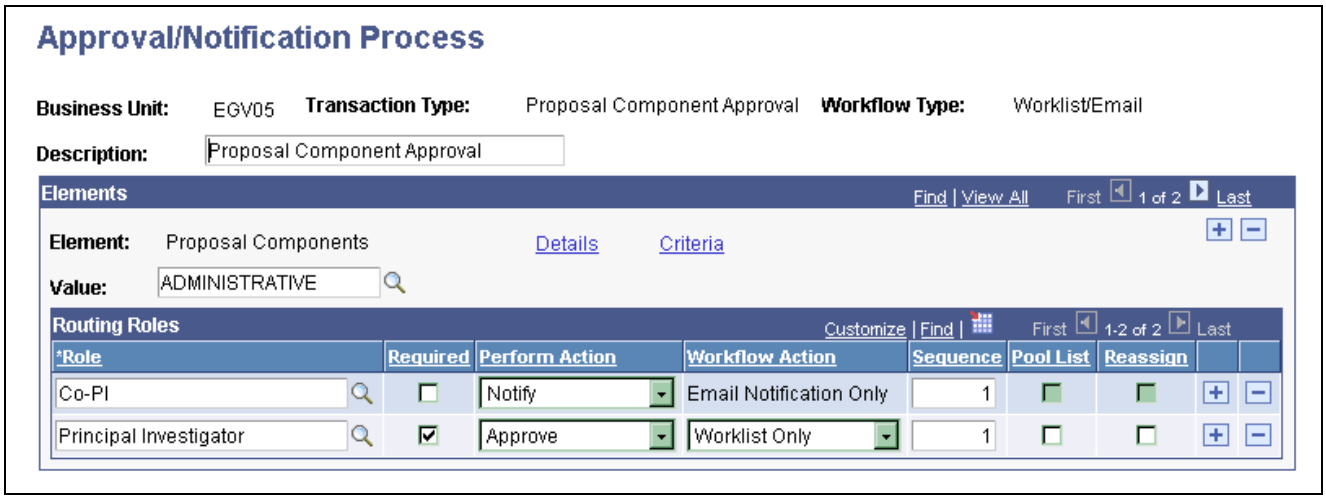
This page establishes the setup levels. The award generation process determines which entities (for example, certifications, credits, resources, etc.) come over from pre-award to post-award based on these settings. If you select *All Projects,* then the values that you enter at the project level for 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.

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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*

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

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

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

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 *Animal, Human,* or *Both.* This field is available only for protocol workflow.

Routing Roles

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

Role Select one or more values from the list of user-defined roles. The list of available roles varies depending on the transaction type that you selected.

Required Select this option to require the role to perform actions on the task. Feedback from the actions affects the approval status. If a role is set as required, then a worklist must be generated from this role. This field only applies to workflow types Worklist/Email and Worklist Only.

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Perform Action Select the kind of action that is performed by the role of the user. Values include *Approve, Notify,* and *Review.*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 *Email Notification Only, Worklist Only,* and *Worklist/Email.*This field is applied to workflow type Worklist/Email only.

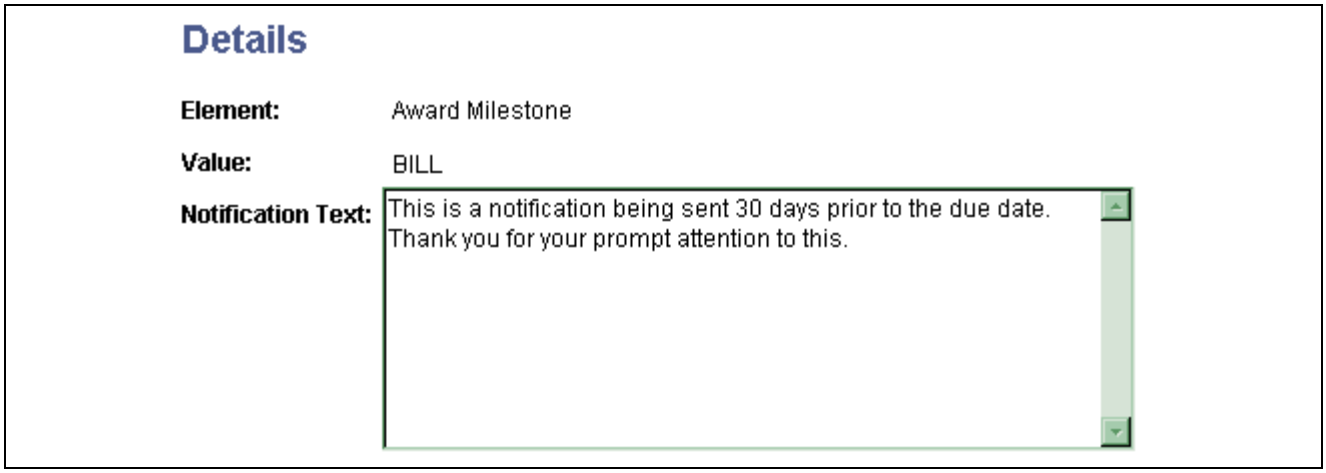
Sequence Enter the order in which the role receives the workflow. You can enter same priority numbers so that all roles will receive the workflow simultaneously, or use any combination of numbers. This field is applied to workflow type Worklist/Email only.

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



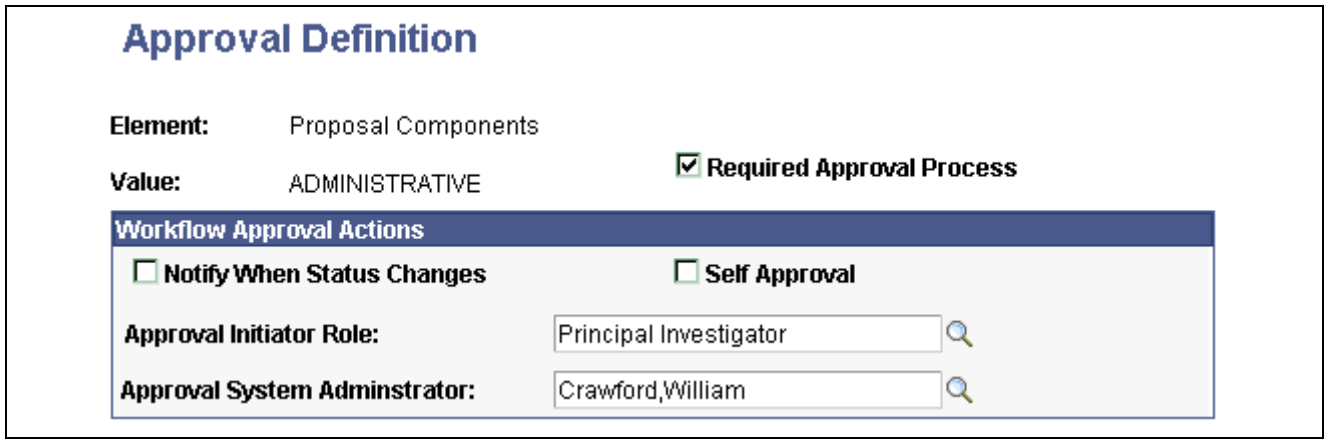
Details page

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.

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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.

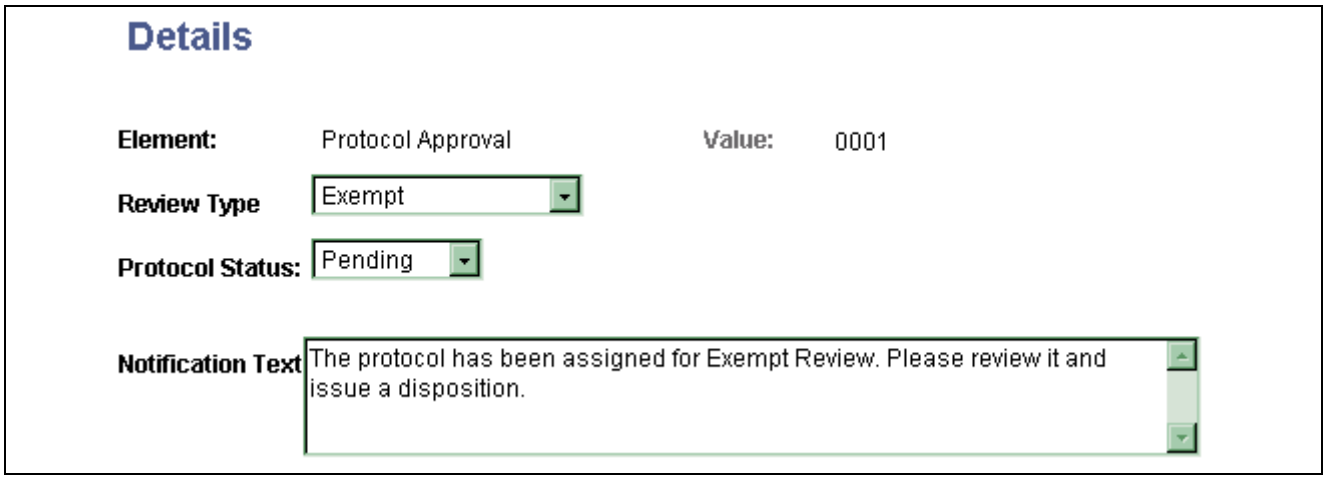
Note. You need to identify this role; these are the people who can edit the project or budget in case it is sent back. The Proposal/Project/Budget appears only for others during the approval process.

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

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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.

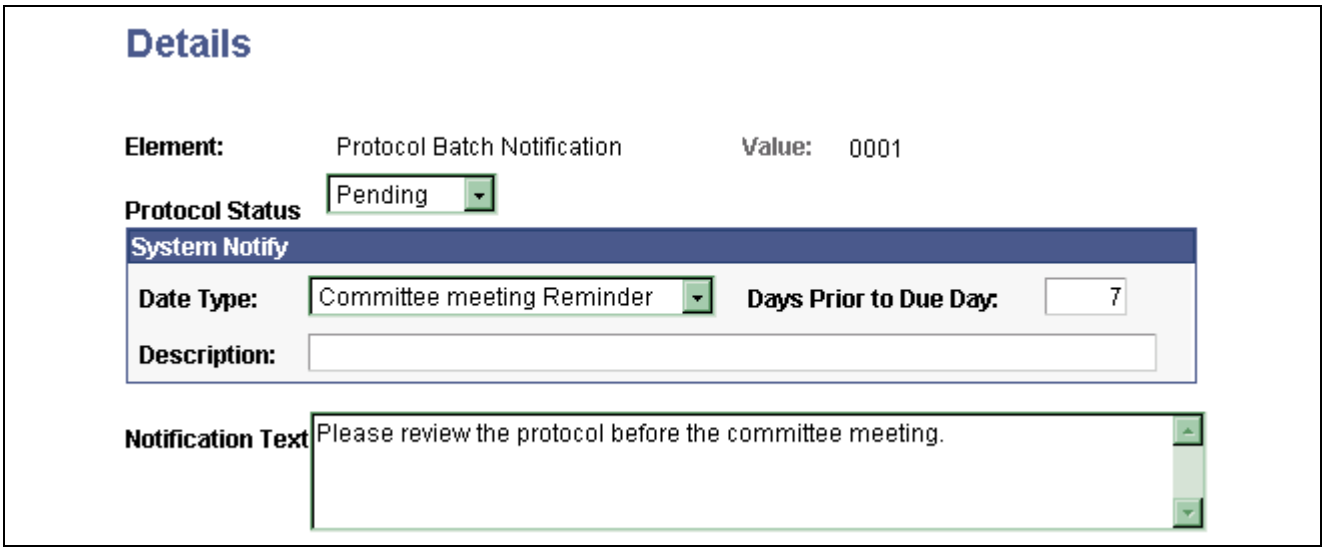
Protocol Status Select a status for which this rule applies. If no value is selected, this field does not apply for this rule.

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

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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 continuing review date as a reference.
- *Committee Meeting* – workflow uses the meeting ID/Date and Protocol Administration page as the reference.

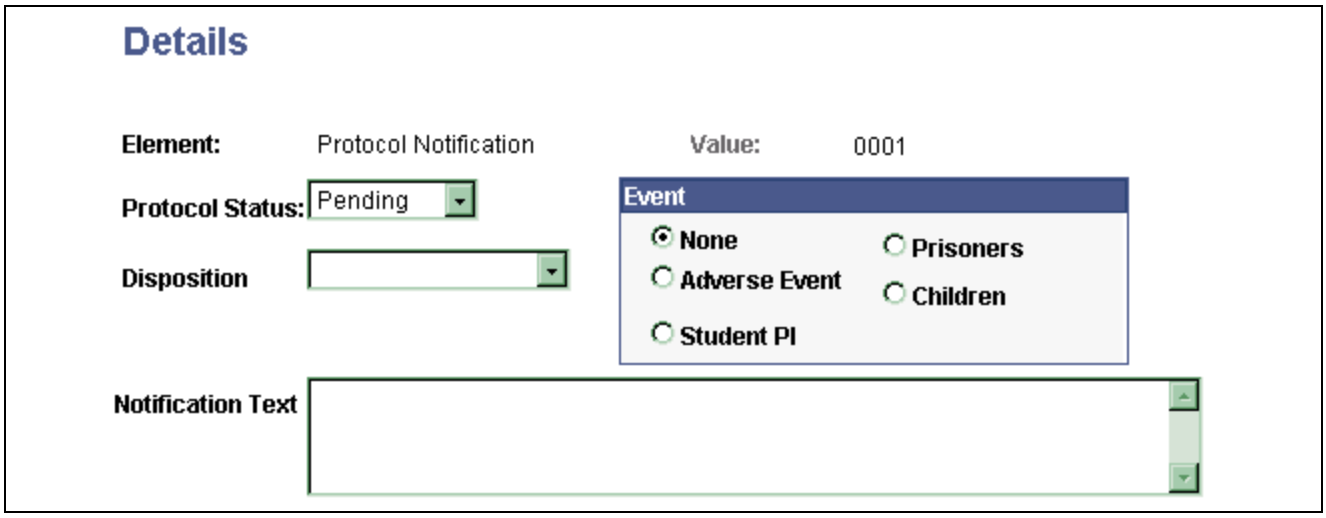
Days Prior to Due Day Enter a whole number in the field to indicate how many days prior to the reference date (Date Type) an email notification should be sent.

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

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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.

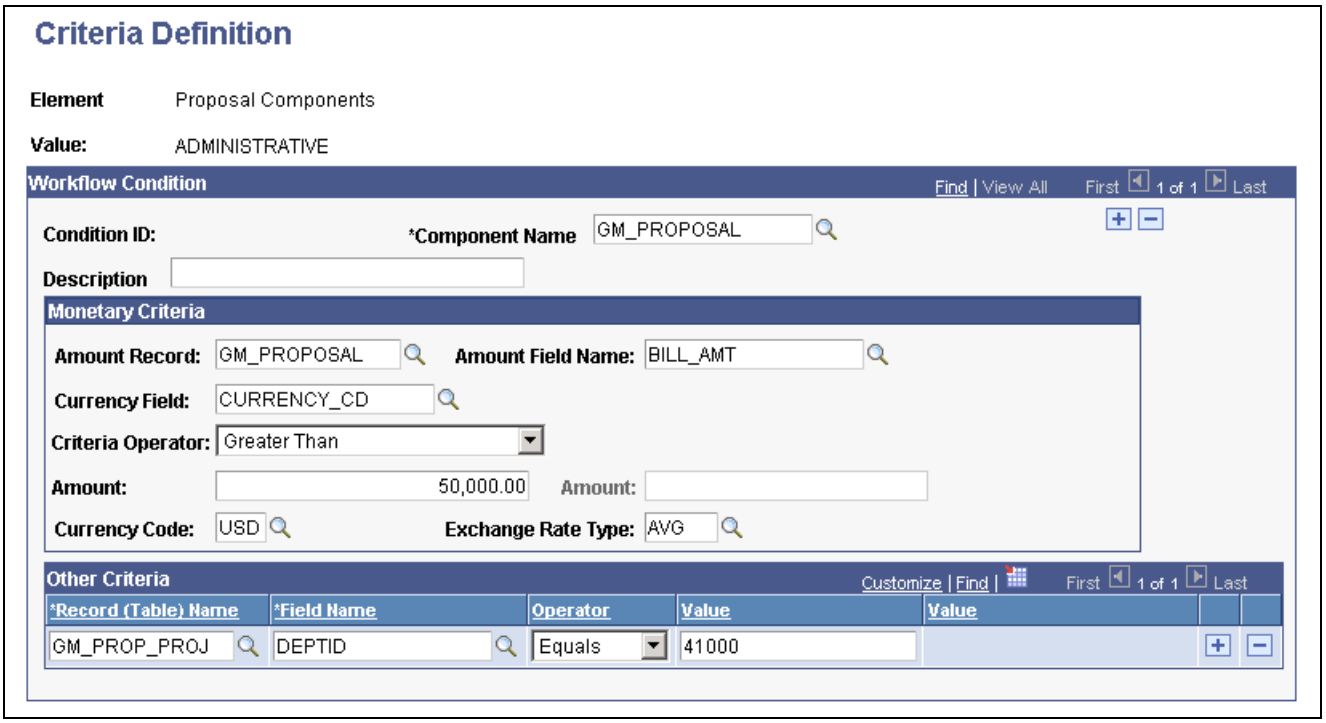
Prisoner Select this option and one or all of the flags on the rule and in the protocol to have workflow notify the individuals who are listed.

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.

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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

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

Amount Field Name Select a field that is in a number or amount format within the amount record.

Currency Field Select a currency code.

Criteria Operator Select *Greater Than, Less Than,* or *Between.*

Amount Enter the amount limit. If you selected *Between* as the Criteria Operator the second Amount field is available.

Currency Code Enter the currency code for the amount, for example, USD (U.S. dollars).

Exchange Rate Type Select an exchange rate type if you want the amount converted into a different currency.

Other Criteria

Define other non-amount criteria.

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

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.

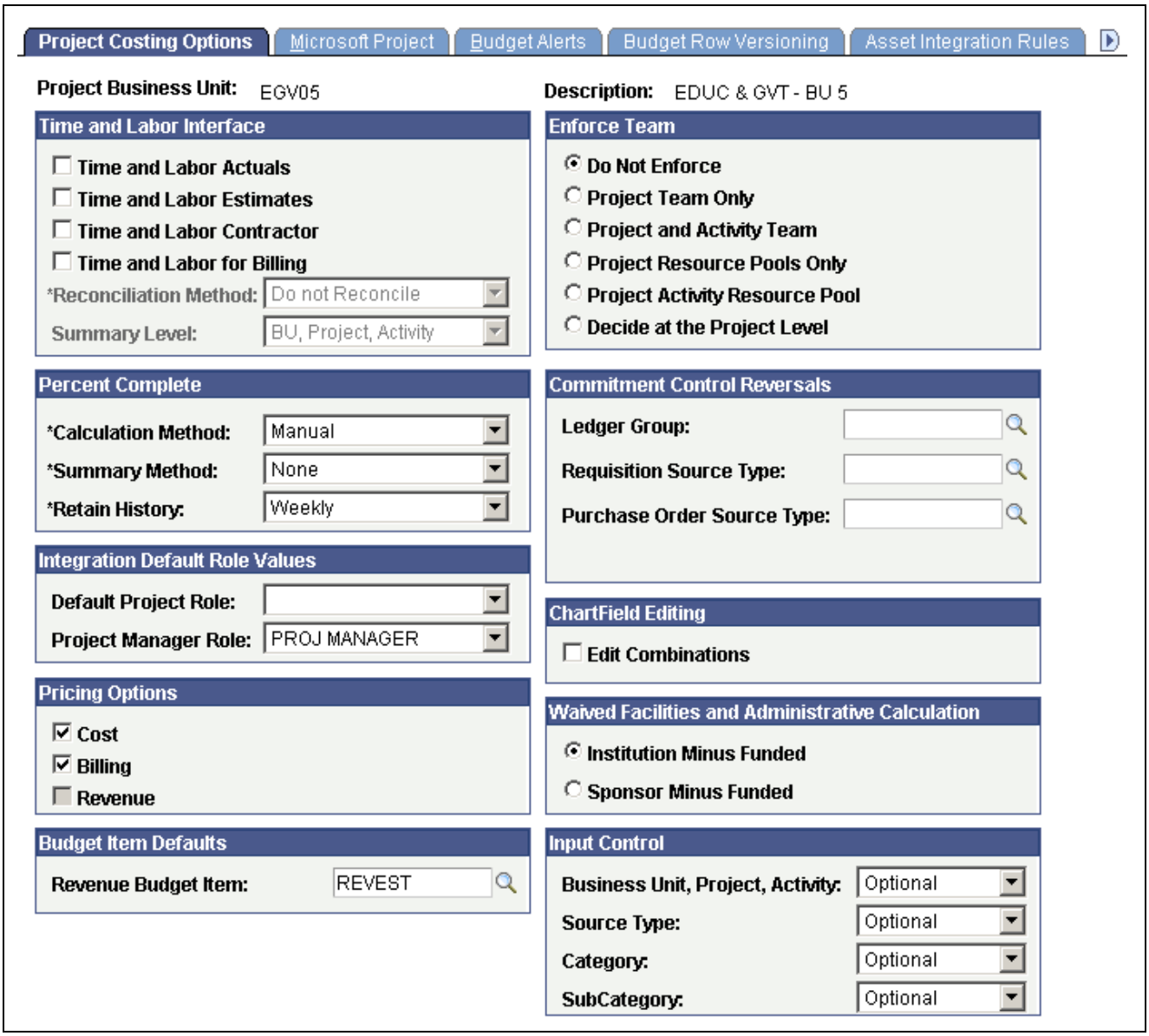
Value and Value Enter a value associated with the record name that you selected. For example, if you select DEPTID, then the value could be equal to ’410000’.

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

Defining PeopleSoft Grants Options

Access the Project Costing Options page.

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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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up Project Business Units"

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

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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

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

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

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

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

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

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

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

Processing Options

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

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

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

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

- Establish default F&A information, calculation methods, and ChartField editing combinations on the Facilities Admin Options page.

- Establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates on the Facilities Admin Offsets page.

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

F&A Base Account Tree

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

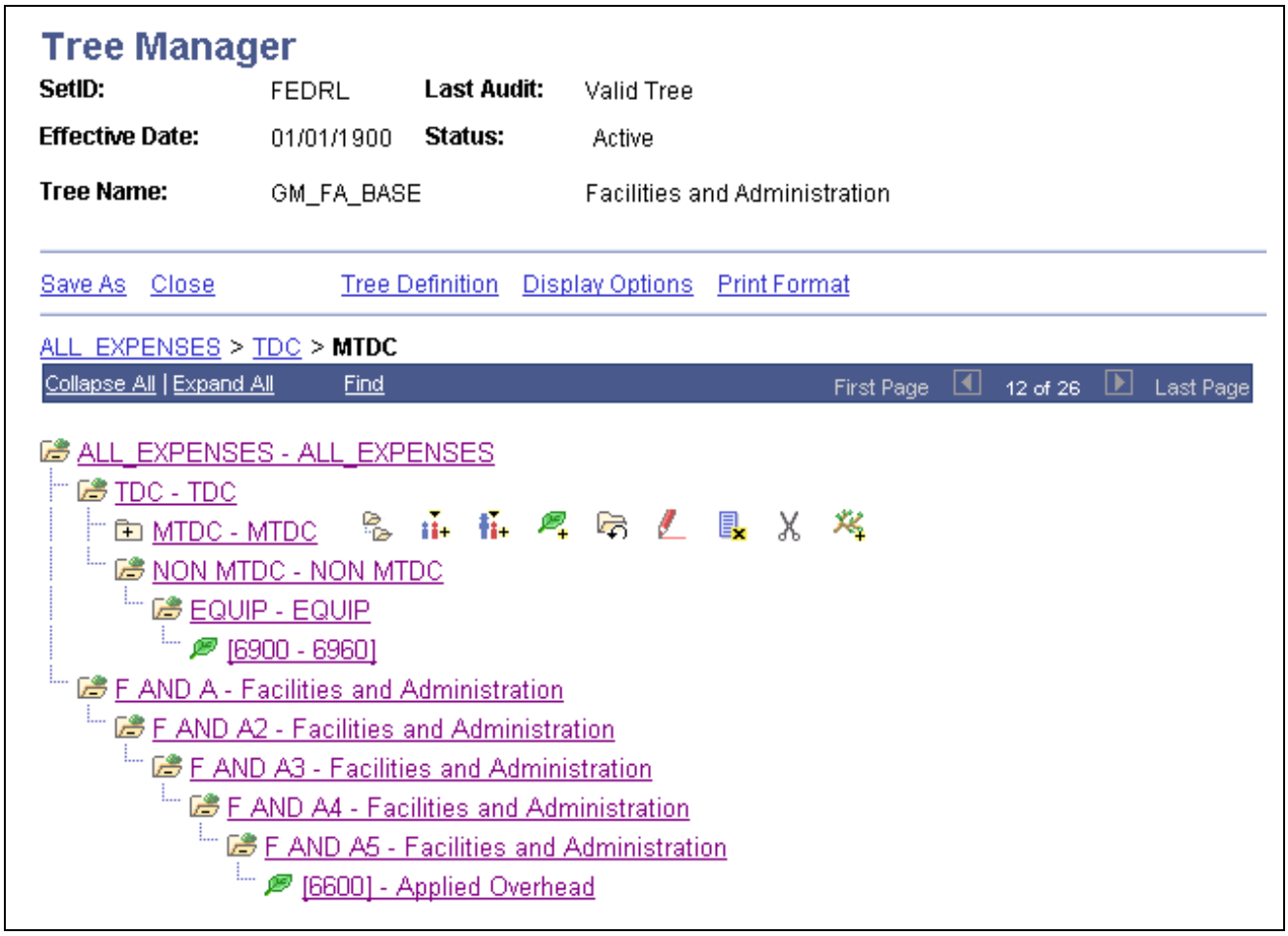
- TDC (Total Direct Costs).
- MTDC (Modified Total Direct Costs).

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

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

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

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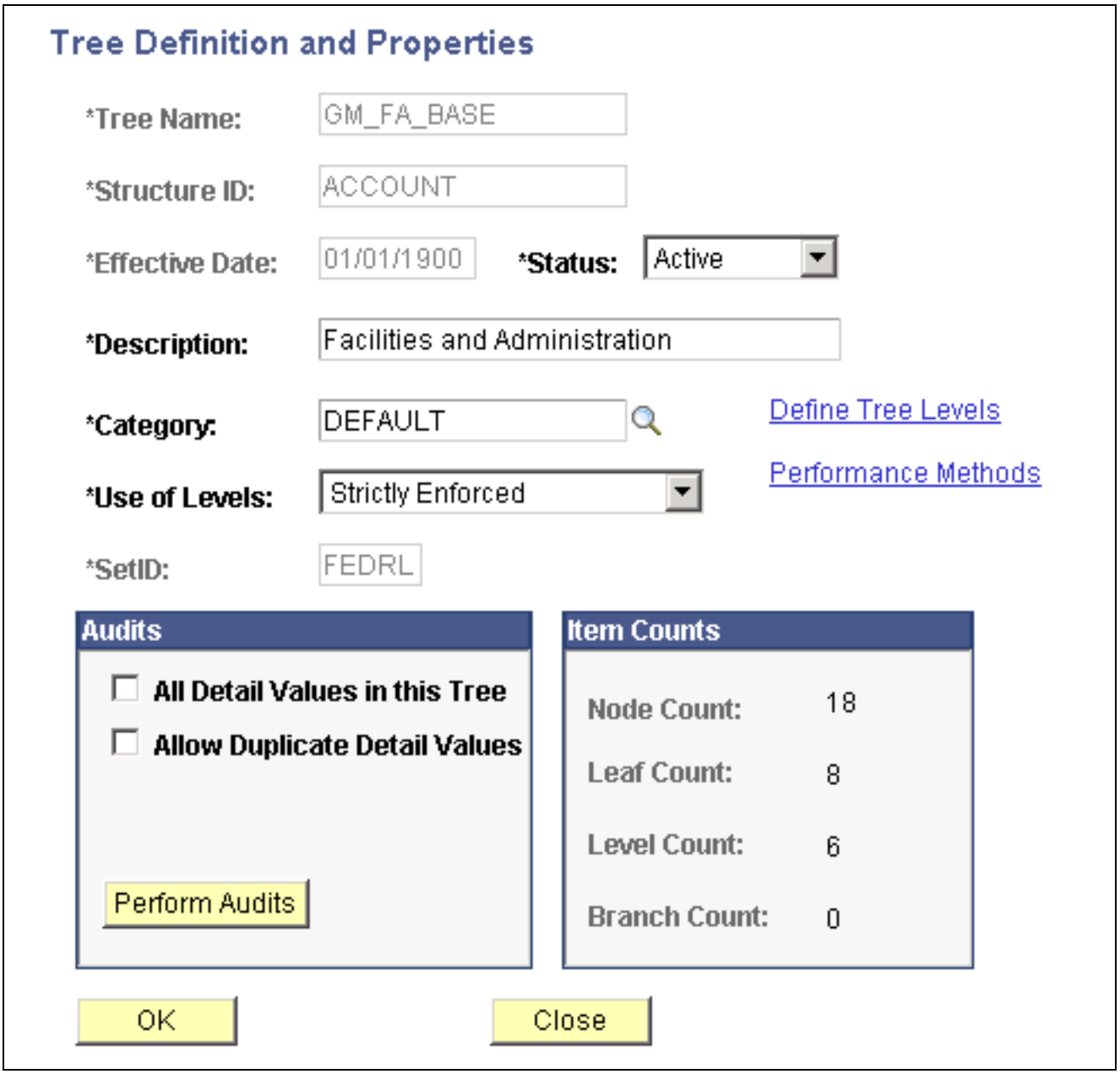
Example of the GM_FA_BASE tree

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.

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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

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Understanding Direct-Cost Cost Sharing

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

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

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

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

- Class
- Department
- Fund
- Program

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

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

If you enter more than one cost-sharing ChartField, (for example, fund *F250* and department *90280),* the system recognizes the transaction as being cost shared only if the transaction references both (or all) ChartFields. 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 PeopleSoft Project Costing, the cost-shared line, which is based on its fund of *100,* is assigned a unique analysis type. You can use the analysis type for reporting, analysis, and billing purposes.

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

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

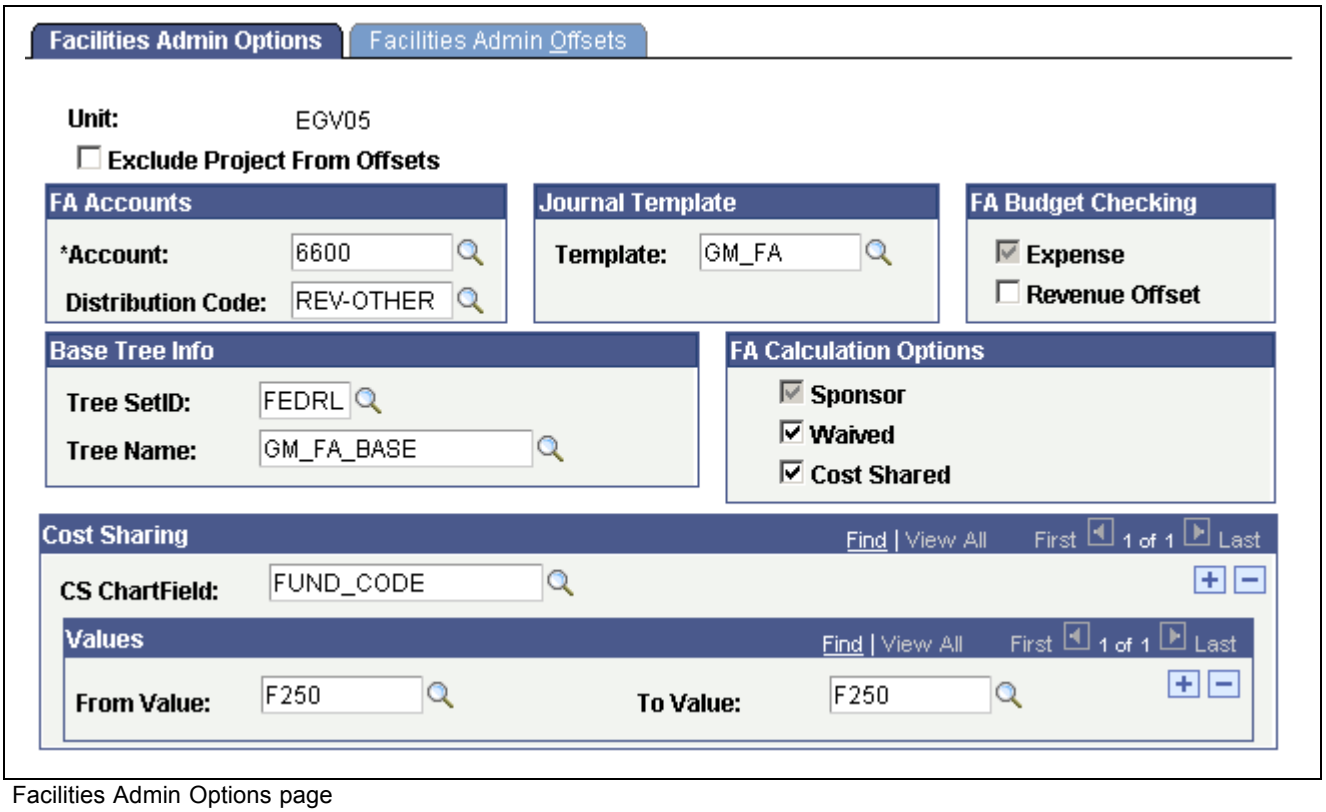
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Pages Used to Establish F&A and Direct-Cost Cost-Sharing Options

Page Name	Object Name	Navigation	Usage
Facilities Admin Options	GM_FA_OPTIONS	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options	Establish default F&A information that is used by the F&A process.
Facilities Admin Offsets	GM_FA_OFFSET	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets	Establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates.
Installation Options - Grants	INSTALLATION_CSR	Set Up Financials/Supply Chain, Install, Installation Options, Grants	Establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing features.

Establishing F&A Options

Access the Facilities Admin Options page.



Facilities Admin Options page

Exclude Project From Offsets Select this option if you want to exclude the project from the F&A offset rows created by the F&A process. If you do not select Exclude Project

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	From Offsets the F&A rows inherit the project from the original direct cost line being burdened.
Account	Select the expense account that you want to use when F&A lines are created. All the other ChartField values on the F&A lines are inherited from the original transaction line on which F&A is being burdened.
Distribution Code	Displays the distribution code. This 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 PeopleSoft Grants to PeopleSoft 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)	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 PeopleSoft Grants. Options are: *Sponsor:* This is always selected and cannot be cleared. Sponsor F&A costs are stored in both the Project Resource table (PROJ_RESOURCE) and in PeopleSoft General Ledger. *Waived* and *Cost Shared:* These are optional computations and are stored only within the Project Resource table.
CS ChartField (cost-sharing ChartField)	Indicate the values for the ChartFields that identify transactions as cost sharing when they are used (for example, *FUND_CODE)*.
From Value	Select the ChartField value that you want to designate for cost-shared transactions. When the line comes into PeopleSoft Project Costing, the cost-shared line is assigned a unique analysis type for reporting, analysis, and billing purposes.
To Value	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. The system does not accept a value that is less than the one in the From Value field. To code cost-shared transactions to only one department, class, fund, or program, enter the same value that is in the From Value field.

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.

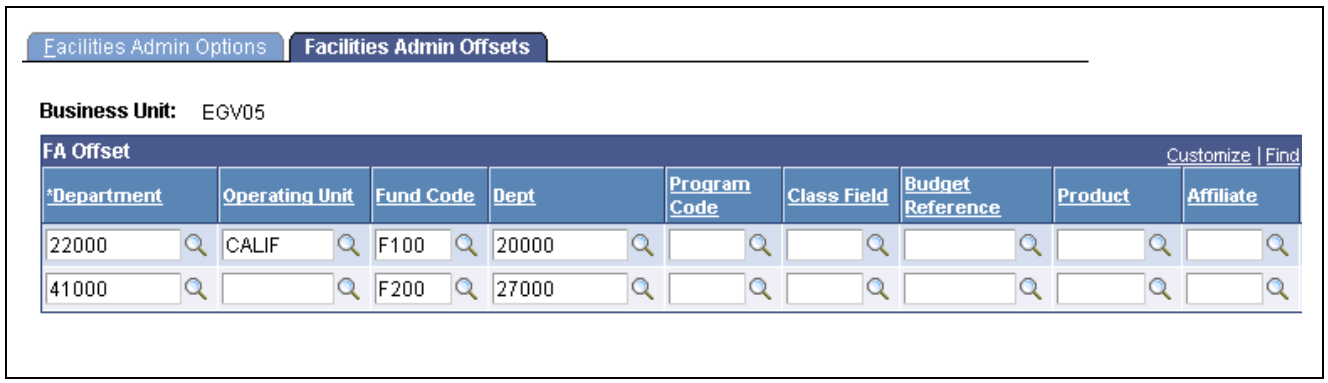
See Also

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

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Establishing F&A Offsets

Access the Facilities Admin Offsets page.



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.

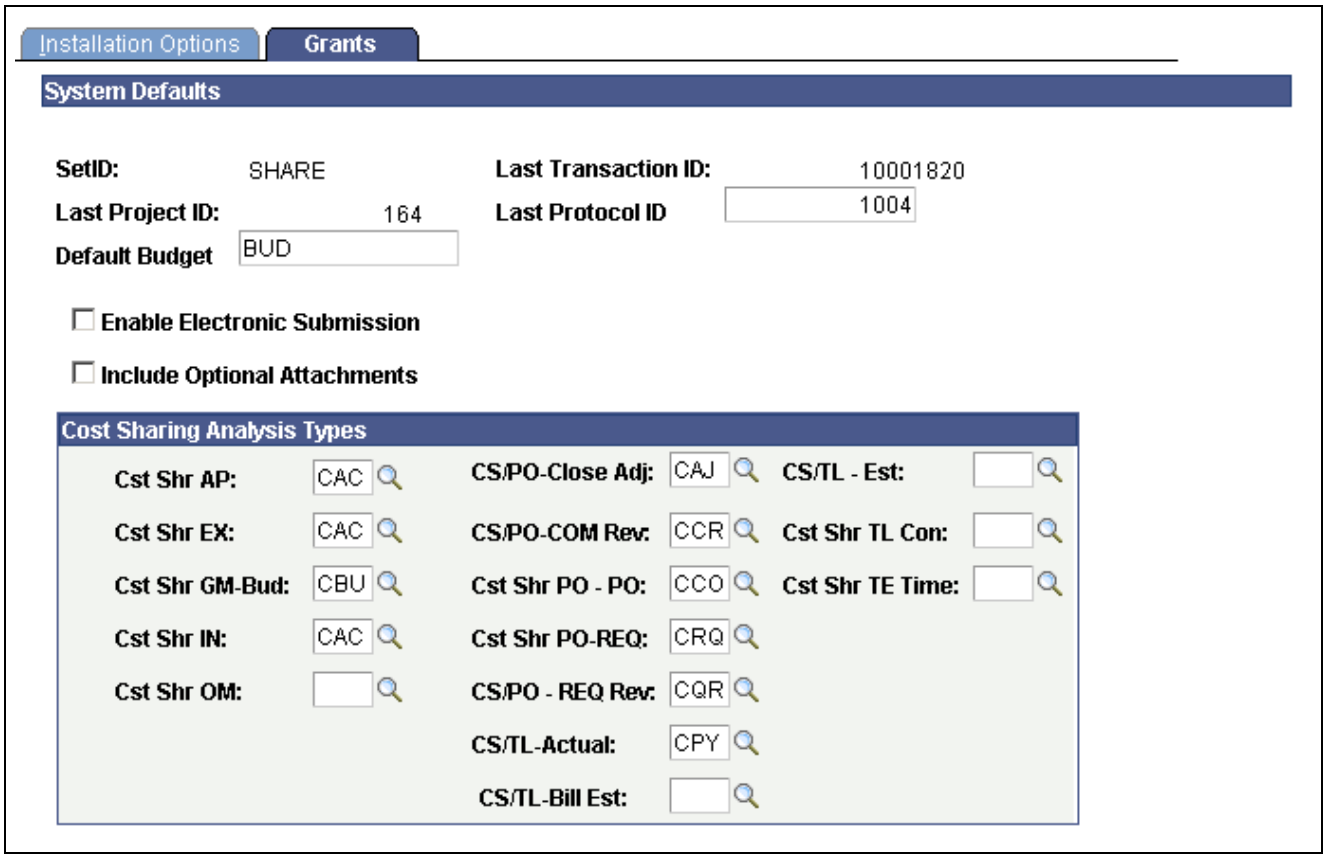
For each field, select a value to which you want the system to offset F&A transactions. The Department field is the F&A department. Enter any department ID from the department chartfield in the Dept field that is located to the right of the Fund Code.

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.

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Installation Options - Grants page

Use this page to enable electronic submission of proposals to Grants.gov. Indicate if you want to include optional attachments.

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

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

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

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Feeder System	Cost-Sharing Analysis Type
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

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Feeder System	Field
Time & Labor Contractors	Cst Shr TL Con
Time & Expense Time	Cst Shr TE Time

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

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

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

See Also

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

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CHAPTER 4

Understanding PeopleSoft Grants Security

This chapter discusses PeopleSoft Grants security.

PeopleSoft Grants Security

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

This section discusses:

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

Multilevel Security

PeopleSoft Grants uses multilevel security.

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

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

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

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

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

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

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Security by Department and User ID

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

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

To set up security by Department ID:

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

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

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

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

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

   ---

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

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

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

   ---

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

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

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

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

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

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This table lists the menu navigations, components, and search records that are used in PeopleSoft 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, Get Application List	GM_WEB_APPLICATION	INSTALLATION
Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ	GM_PROP_PRN_REQ
Grants, Proposals, Generate Award	GM_PROP_PRINT_REQ	GM_PROP_PRN_REQ
Grants, Proposals, Copy Proposal	GM_BUD_PPSL_CPY	GM_PROP_SRCH
Grants, Proposals, Copy Proposal Version	GM_BUD_PPSL_V_CPY	GM_PROP_DR_SRCH
Grants, Proposals, Copy Budget Period	GM_BUD_PD_CPY	GM_BUD_PD_SRCH
Grants, Proposals, Review Pre-Award Budget	GM_BUD_INQ	GM_PROP_SRCH
Grants, Proposals, Review Proposal Audit Logs	GM_AU_PROPOSAL	GM_PROPOSAL
Grants, Proposals, Proposal Component Approval	GM_COMP_APPROVAL	GM_PROP_APP_SRH

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

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CHAPTER 5

Structuring PeopleSoft Grants

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

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

Understanding PeopleSoft Grants Implementation

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

This section discusses:

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

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PeopleSoft Grants ChartFields

PeopleSoft Grants delivers these charts of accounts:

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

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

This table provides information about these ChartFields:

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

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

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See Also

Chapter 1, "Getting Started with PeopleSoft Grants," PeopleSoft Grants Implementation, page 8

Chapter 3, "Defining Your Operational Structure," Defining PeopleSoft Grants Rules and Business Units, page 16

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining and Using ChartFields"

Commitment Control Setup Steps for PeopleSoft Grants

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

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

Step	Navigation Path	Additional Documentation
Select *Grants* under the Enable Commitment Control section on the Installed Products page.	Set Up Financials/Supply Chain, Install, Installation Options, Products	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Cross-Application Installation Options.
Define detail ledgers.	General Ledger, Ledgers, Detail Ledgers	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Up Ledgers," Defining a Detail Ledger.
Define ledger groups.	General Ledger, Ledgers, Ledger Groups, Definition	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.

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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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "Entering and Posting Commitment Control Budget Journals," Entering Budget Journals and Budget Transfer Journals.

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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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "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 306.
Check the budget.	Commitment Control, Review Budget Activities, Budget Details, Commitment Control Budget Details	See *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "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 310.

Journal Generator Setup for PeopleSoft Grants Processing

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

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

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

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

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Using Journal Generator," Setting Up for Journal Generator

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Using Journal Generator," Generating Journal Entries

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Processing Contracts Billing"

System-Delivered Budget Items

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

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

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We deliver 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)	• PHS 398 • PHS 2590	• DD, EE • B	NIH
EQUIP	Equipment	• PHS 398 • PHS 2590	• DD, EE • B	NIH
SUPL	Supplies	• PHS 398 • PHS 2590	• DD, EE • B	NIH
TRAVEL	Travel	• PHS 398 • PHS 2590	• DD, EE • B	NIH
DOTRAV	Domestic Travel (Map to Travel)	• PHS 398 • PHS 2590	• DD,EE • B	NIH
FOTRAV	Foreign Travel (Map to Travel)	• PHS 398 • PHS 2590	• DD, EE • B	NIH
INPATI	In-Patient	• PHS 398 • PHS 2590	• DD, EE • B	NIH
OTPATI	Out-Patient	• PHS 398 • PHS 2590	• DD,EE • B	NIH
RENO	Alterations and Renovations	• PHS 398 • PHS 2590	• DD, EE • B	NIH
OTHER	Other Expenses	• PHS 398 • PHS 2590	• DD, EE • B	NIH

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Value	Description	Form	Form Page	Sponsor
SUB < 25	Sub-award Direct < $25,000	• PHS 398 • PHS 2590	• DD, EE • B	NIH
SUB > 25	Sub-award Direct > $25,000	• PHS 398 • PHS 2590	• DD, EE • B	NIH
SUB <25 F	Sub-award F&A < $25,000	• PHS 398 • PHS 2590	• DD, EE • B	NIH
SUB >25 F	Sub-award F&A > $25,000	• PHS 398 • PHS 2590	• DD, EE • B	NIH
STPOTH	Stipends Other	• PHS 398 • PHS 2590	• OO • H	NIH
STPOST	Stipends — Post Doctoral	• PHS 398 • PHS 2590	• OO • H	NIH
STPPRE	Stipends Pre-Doctoral	• PHS 398 • PHS 2590	• OO, DD • H	NIH
TUITIO	Tuition	• PHS 398 • PHS 2590	• OO • H	NIH
TRNTRV	Trainee Travel	• PHS 398 • PHS 2590	• OO • H	NIH
TRNEXP	Training-Related Expenses	• PHS 398 • PHS 2590	• OO • H	NIH

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

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

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

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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

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

Here is the second way:

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

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

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

Activity Types

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

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

Instructions on setting up activity types appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

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See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Activities," Creating and Modifying Activities

Analysis Types and Groups

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

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

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

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

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

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

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

To set up analysis types and groups:

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

Instructions on setting up analysis types and groups appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data," Understanding Transaction-Related Control Data

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Resource Types, Categories, Subcategories, and Groups

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

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

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

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

Resource Types

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

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

Resource Groups

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

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

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

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

Relationships

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

You can set relationships between:

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

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

Setup Rules

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

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

  For example, if you have a resource transaction with a resource type of *Labor,* you can enter only a resource category that you have defined as relating to labor. The same is true for relationships between resource categories and resource subcategories.
- If you don't establish relationships, then the resource category or subcategory that you can enter are not limited.
- If you set up relationships between resource types, categories, and subcategories, you must adjust the PeopleSoft Grants business unit definition to account for the dynamic edit tables that the system uses to enforce the relationships.
- The relationships can be one-to-one or one-to-many.

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

To relate resource types, categories, and subcategories:

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

Instructions on establishing and relating resource types, categories, and subcategories appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data"

Transactions

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

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

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

To define transactions:

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

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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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data"

Accounting Rules

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

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

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

Instructions on setting up accounting rules appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up Accounting for Projects"

Integration Templates

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

Assign each new award an integration template.

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

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

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

Each award must be assigned an integration template.

To set up integration templates:

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

   Select Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates, General Integration.
3. Define the general ledger business unit or units for each integration template.

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

Instructions on setting up integration templates appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data," Setting Up General Control Data

Award and Project Controls

Here's how award and project controls work in PeopleSoft Grants:

- Project types are labels for grouping projects within awards.

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

  If you assign activity types consistently throughout PeopleSoft Grants, you can analyze and report on all similar activities across all awards institution wide. All awards that you create will contain activities.
- Status types are one-character, alphanumeric identifiers that you use to track changes in the status of awards and activities.

  You also use status types for defining award events, which are the actual changes in status that require approval. Use the Status Types page to set control actions to limit transactions coming into PeopleSoft Grants from cost feeder applications.
- Phase types are used to identify what phase of the award a date can represent when you enter dates in award schedule.

  For example, if you create a phase type of cleanup, you can enter a begin cleanup date and an end cleanup date in the award schedule, and track time that is spent specifically on cleanup.
- Award events represent a change in the status of an award, a project, or an activity.

  For example, a change in the status of a project or an activity from proposed to approved can be defined as an award event that requires approval. An award event can be a change in status between two consecutive status types such as proposed and approved, or two nonconsecutive status types such as proposed and closed. Award events can be an important part of workflow if you have set up workflow within PeopleSoft Grants.
- Work breakdown structure is a hierarchical structure that you can use at the activity level to aid in reporting and analyzing similar activities throughout the institution.

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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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data"

Locations

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

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

Products

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

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

Instructions for defining products appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook* and the *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook.*

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See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Setting Up Products"

PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook, "Setting Up Products"

Billing Cycle Date Ranges

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

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

Instructions on setting up billing cycle date ranges appear in the *PeopleSoft Enterprise Billing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Billing 9.0 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 PeopleSoft Grants, such as proposal and award preparation and sponsor profiles.

This section discusses how to:

- Create institution types.
- Create the institution attribute type.
- Create audit types.
- Create certification and compliance types.

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- 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

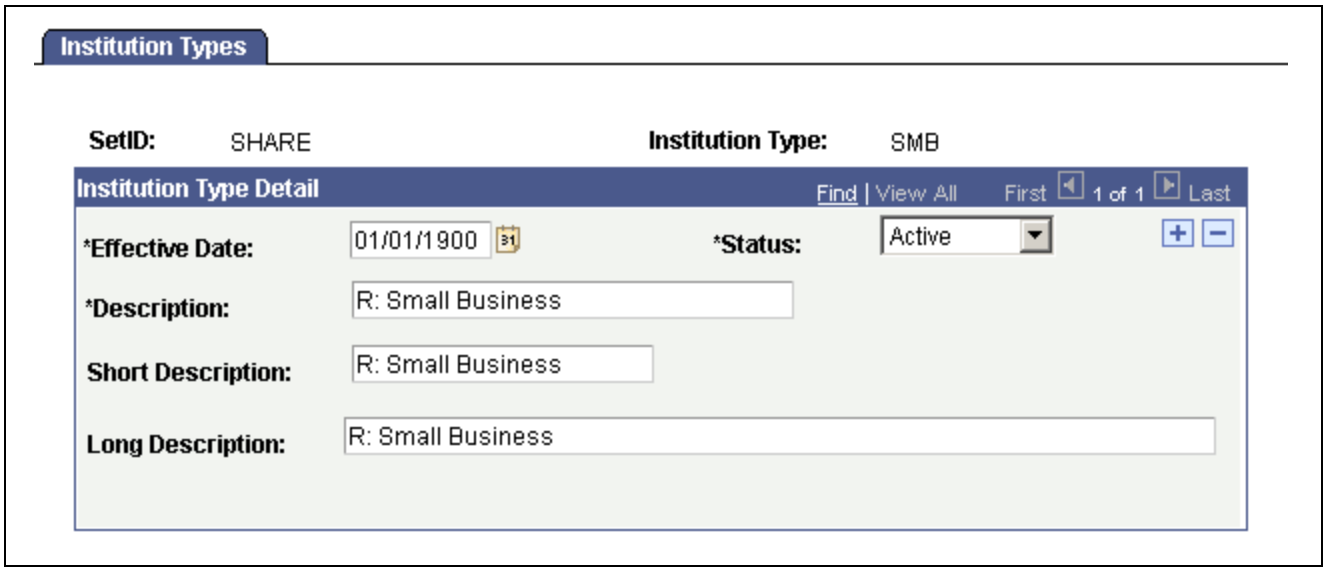
Page Name	Object Name	Navigation	Usage
Institution Types	GM_INST_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Institution Types	Create and maintain institution types, as well as define a set of institution-specific values.
Attribute Types	GM_ATTRIBUTE_CODE	Set Up Financials/Supply Chain, 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 PeopleSoft 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. We deliver numerous budget items as system data.
Budgets	GM_ACTIVITY	Set Up Financials/Supply Chain, Product Related, Grants, Budgets	Establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page.
Facilities and Administration Rates	GM_FA_RATE_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Rates	Create the F&A rate types that you use for grants processing.

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

Creating Institution Types

Access the Institution Types page.



Institution Types page

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

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

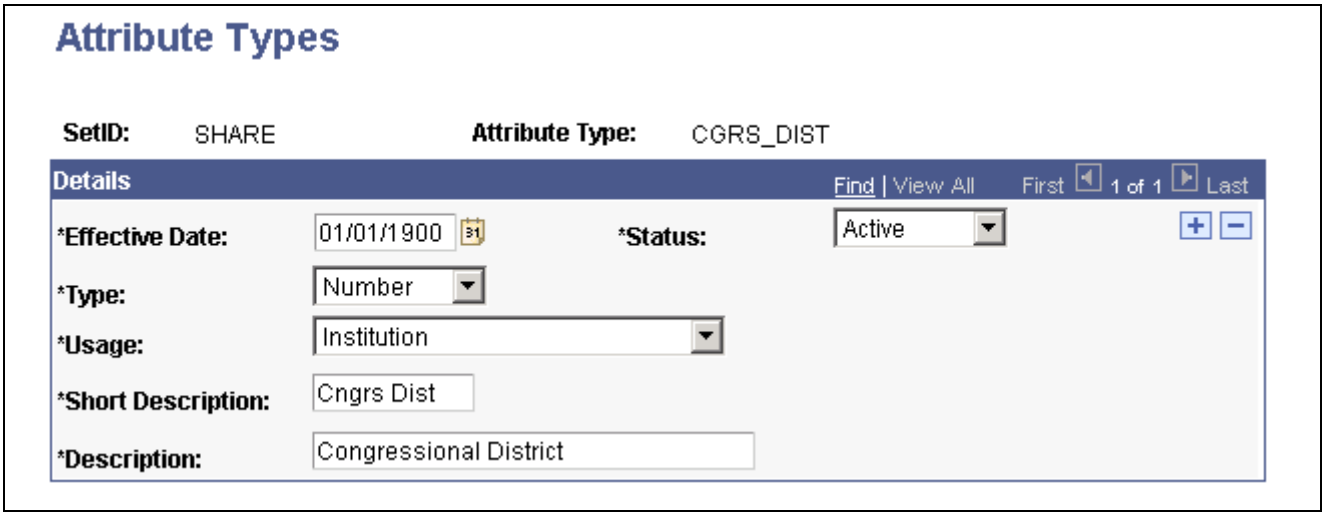
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- *IUL:* P: Individual.
- *NDE:* W: Non-domestic (non-US) Entity.
- *NOS:* N: Nonprofit without 501c3 IRS Status.
- *NWS:* M: Nonprofit with 501c IRS Status.
- *OTH:* X: Other (specify).
- *PIH:* L: Public/Indian Housing Authority.
- *ROG:* E: Regional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

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

Creating the Institution Attribute Type

Access the Attribute Types page.



Attribute Types page

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

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

We deliver these attribute types with the system:

- *ORG_COMP_CO:* Organizational Component Code.

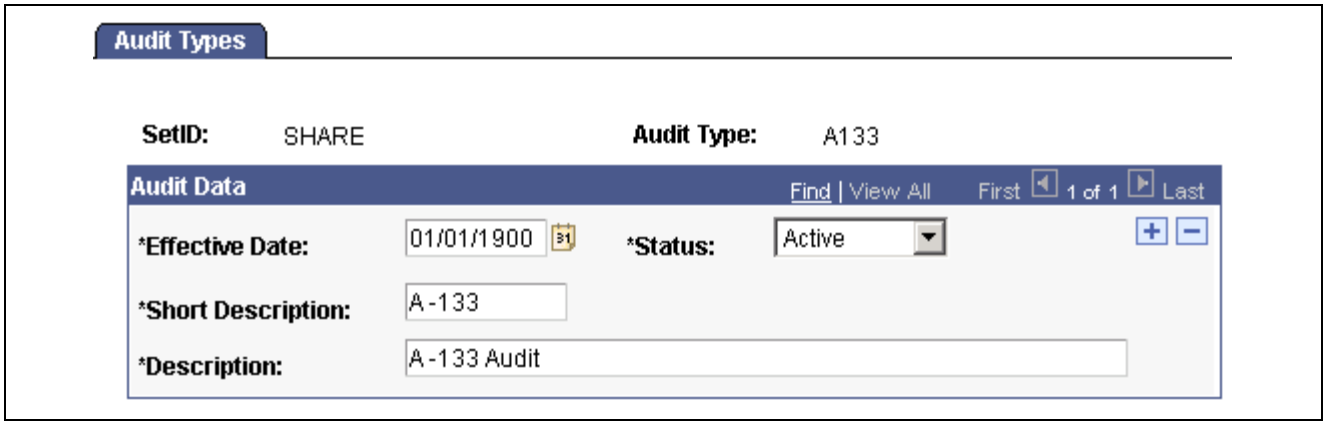
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- *CGRS_DIST:*Congressional District.
- *DUNS:* DUNS Institution Number.
- *SAS:* Same As Sponsor.

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

Creating Audit Types

Access the Audit Types page.

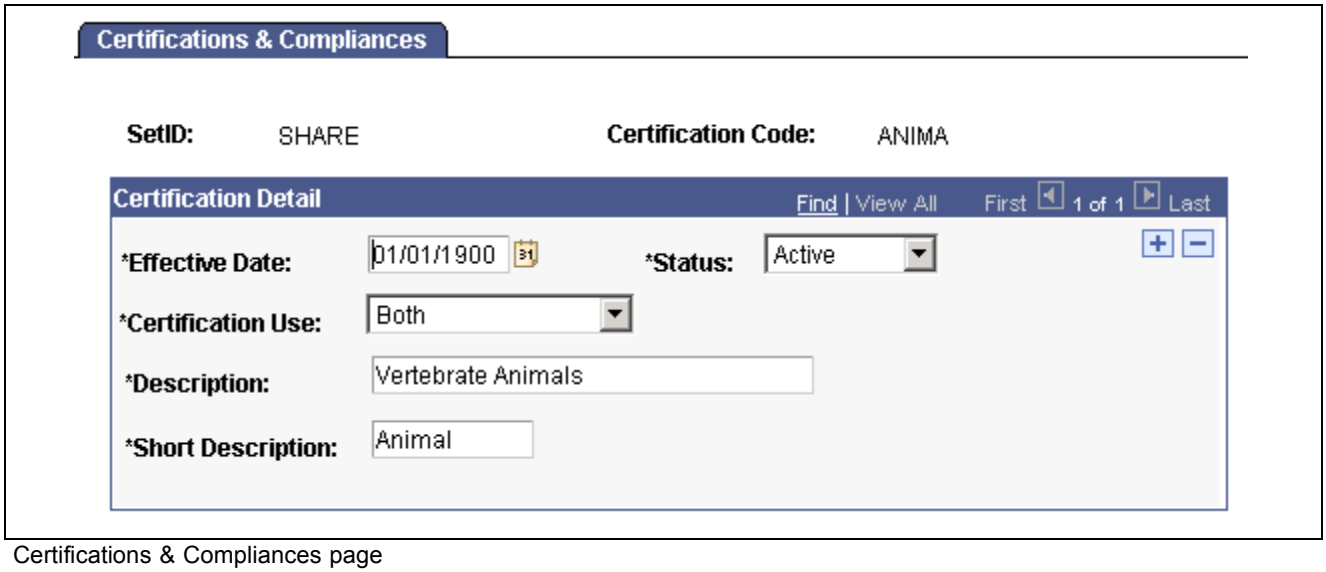


Audit Types page

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.



Certifications & Compliances page

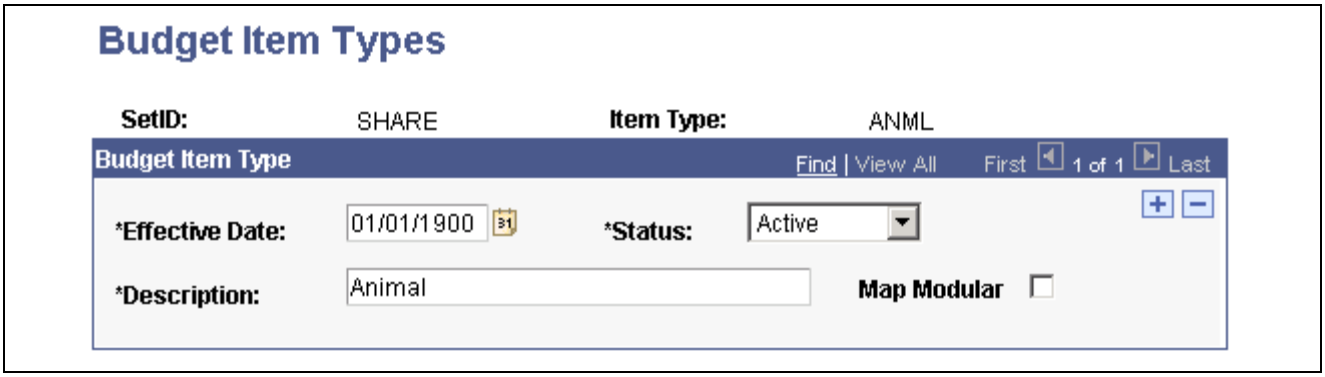
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Create the different types of regulations for which the institution must indicate compliance. PeopleSoft Grants delivers this table, which is populated with certification types from Transaction Set 194 (Condition Indicator).

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

Creating Budget Item Types

Access the Budget Item Types page.



Budget Item Types page

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

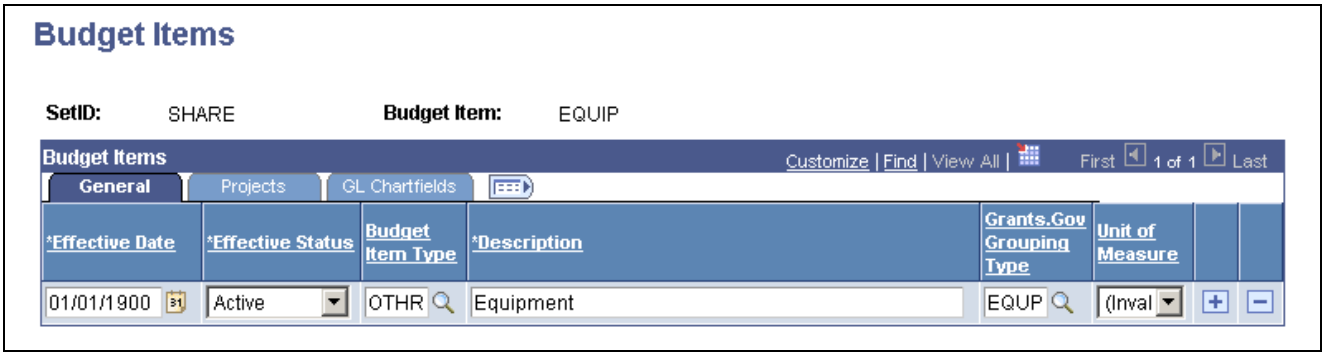
You can create new budget items and budget item types as you require them. Each budget item within PeopleSoft Grants is associated with a budget item type.

Map Modular Select this check box if a budget item type can be used 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 page

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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.

Grants.Gov Grouping Type Select a grouping type if you electronically submit proposals to Grants.gov. All budget items must map to a grouping type otherwise the submission will not pick up the budget items. Values are:

- *DTRV:* Domestic Travel
- *EQUP:* Equipment
- *FEE:* Fee
- *FTRV:* Foreign Travel
- *ODIR:* Other Direct Cost
- *PERS:* Personnel
- *PTRN:* Participant/Trainee Support

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 PeopleSoft Project Costing with the budget item.

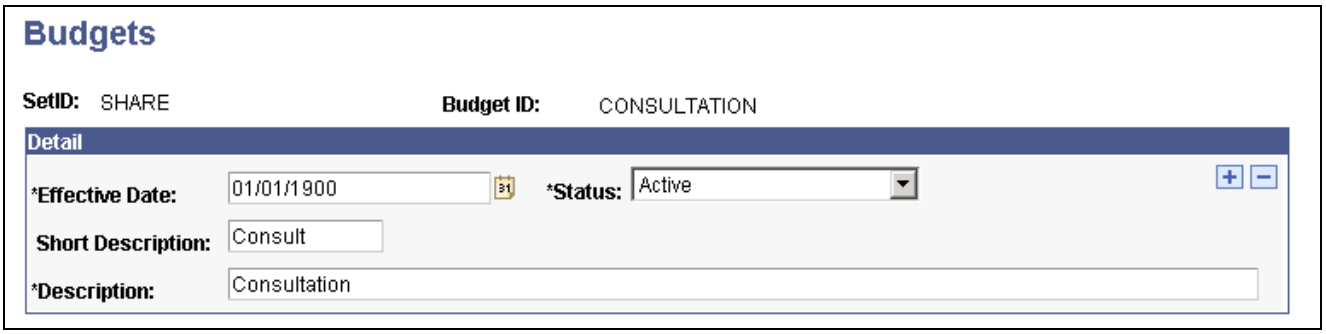
GL Chartfields Tab

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

Creating Budget IDs

Access the Budgets page.

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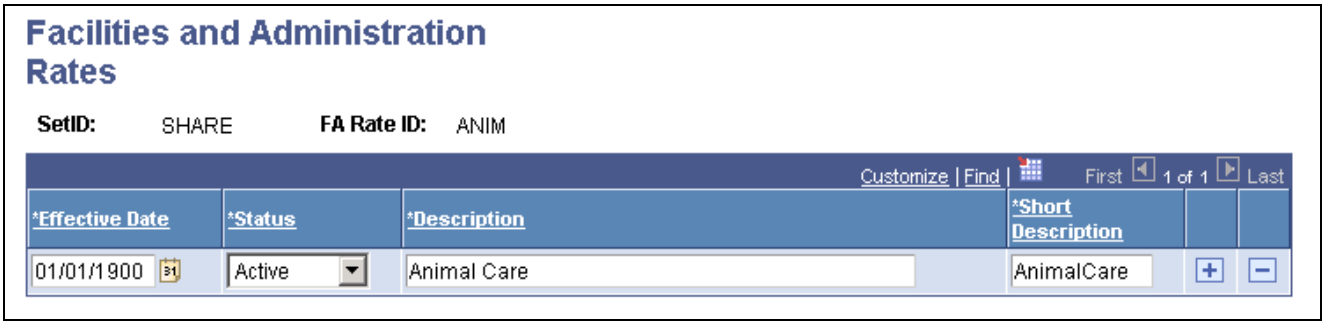


Budgets page

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.



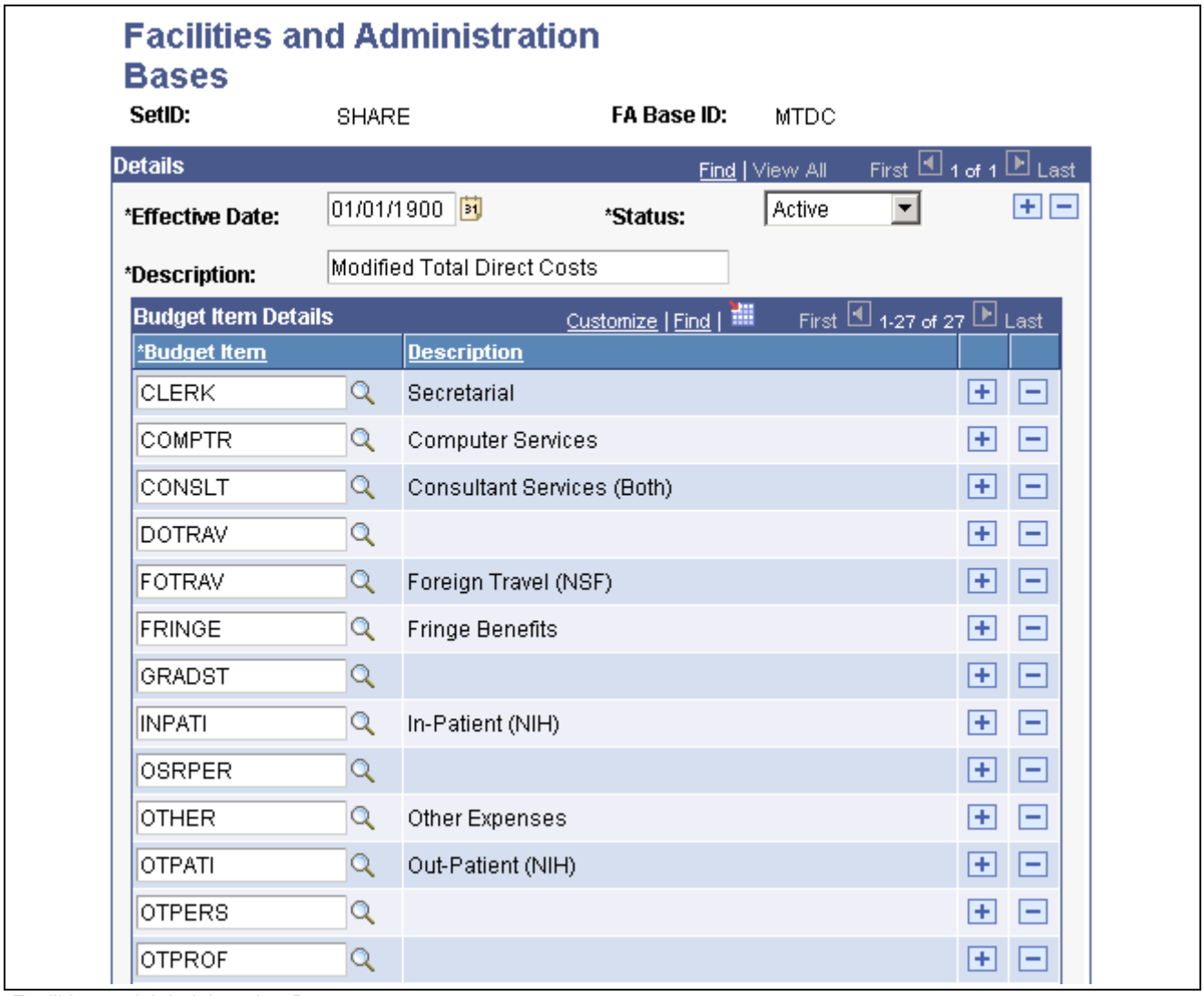
Facilities and Administration Rates page

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.

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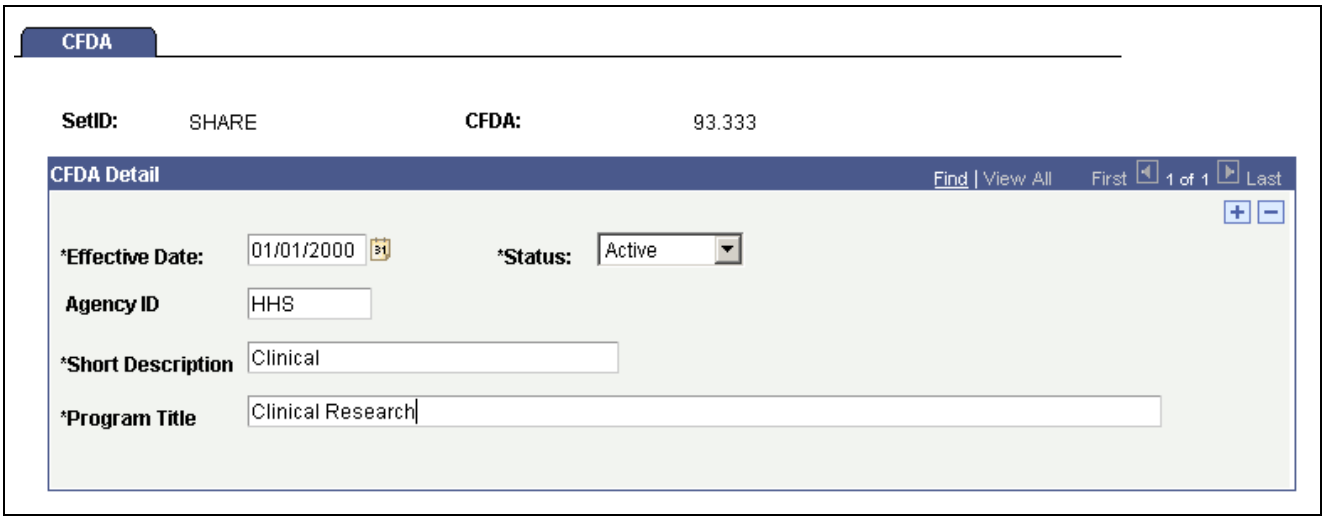
Facilities and Administration Bases page

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.

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CFDA page

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

Establishing Sponsor Controls

To establish sponsor guidelines, use these components:

- Sponsor Type (GM_SPNSR_TYPE)
- Sponsor Level (GM_SPNSR_LEVEL),
- Sponsor Program Type (GM_SPNSR_PROG_TYPE),
- Guideline Details (GM_GUIDELN_DTL)
- Federal Sponsor Type (GM_FED_SP_TYPE)
- Federal Sponsor Schema (GM_FED_SP_SCHMA)

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.
- Define Federal sponsor types.
- Define Federal sponsor schemas.

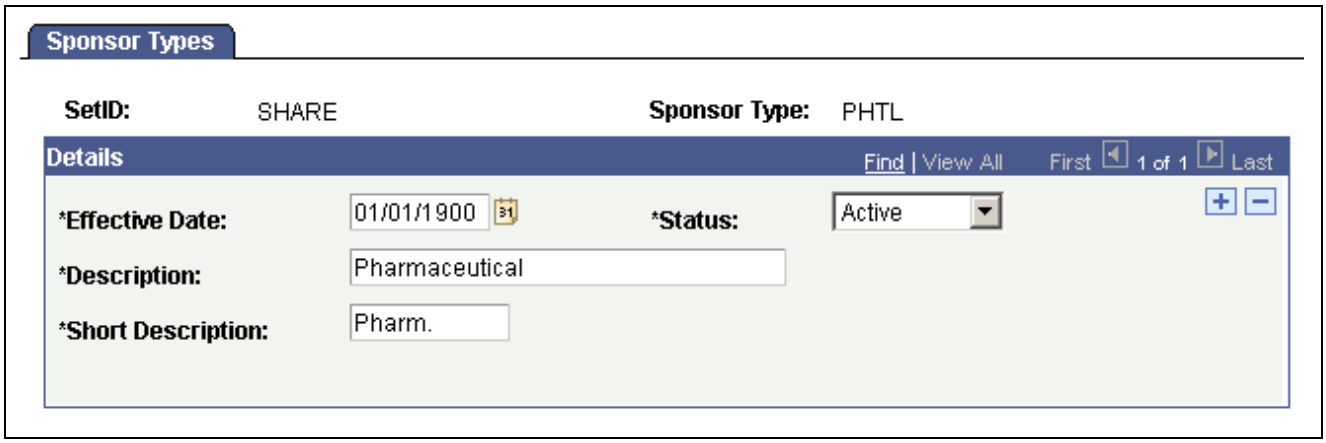
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Pages Used to Establish Sponsor Controls

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.
Federal Sponsor Types	GM_FED_SP_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Federal Sponsor Types	Define Federal sponsor types for Grants.gov electronic submission.
Federal Sponsor Schemas	GM_FED_SP_SCHMA	Set Up Financials/Supply Chain, Product Related, Grants, Federal Sponsor Schemas	Define Federal Sponsor Schemas for Grants.gov electronic submission.

Establishing Sponsor Types

Access the Sponsor Types page.



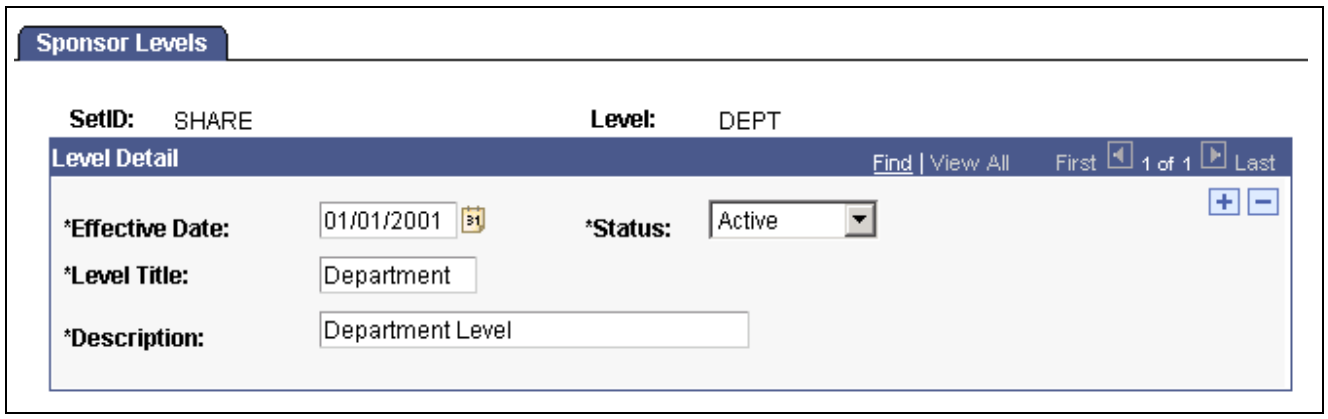
Sponsor Types page

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.*

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Establishing Sponsor Levels

Access the Sponsor Levels page.

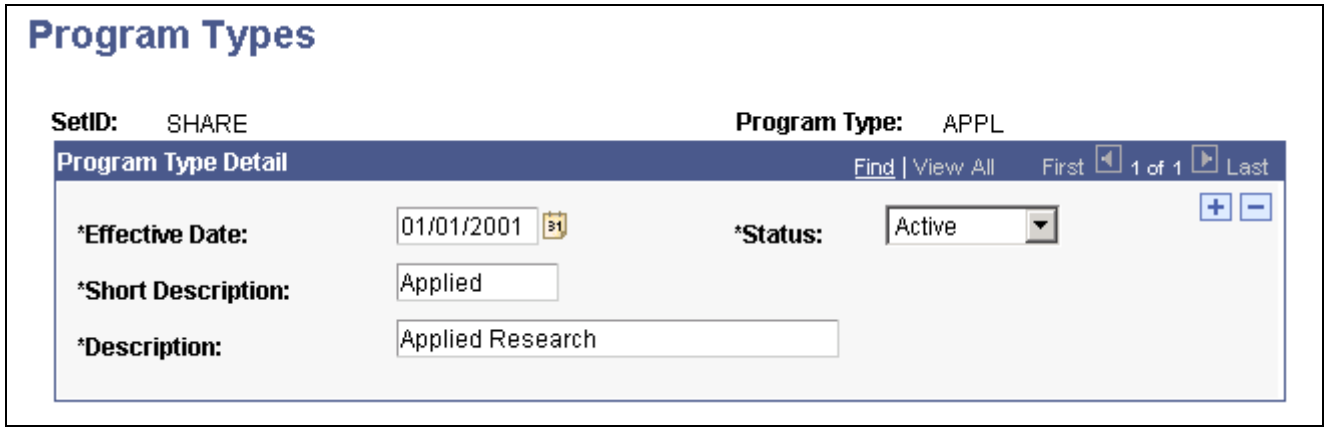


Sponsor Levels page

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.



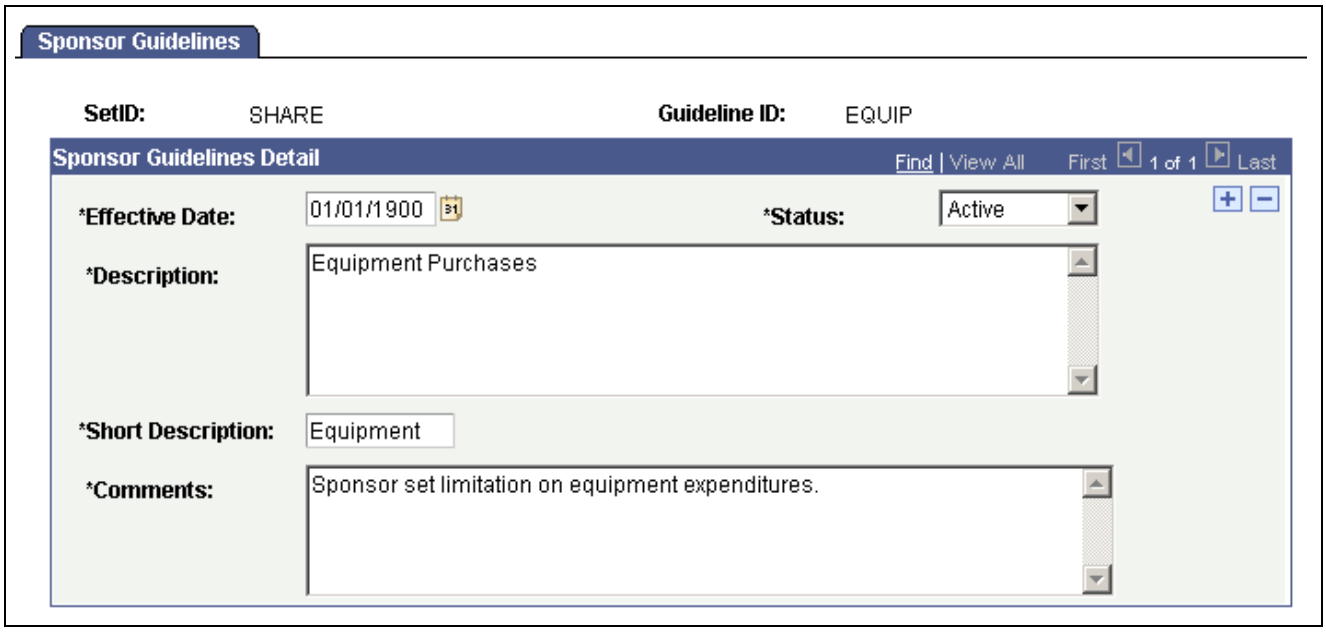
Program Types page

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.

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Sponsor Guidelines page

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

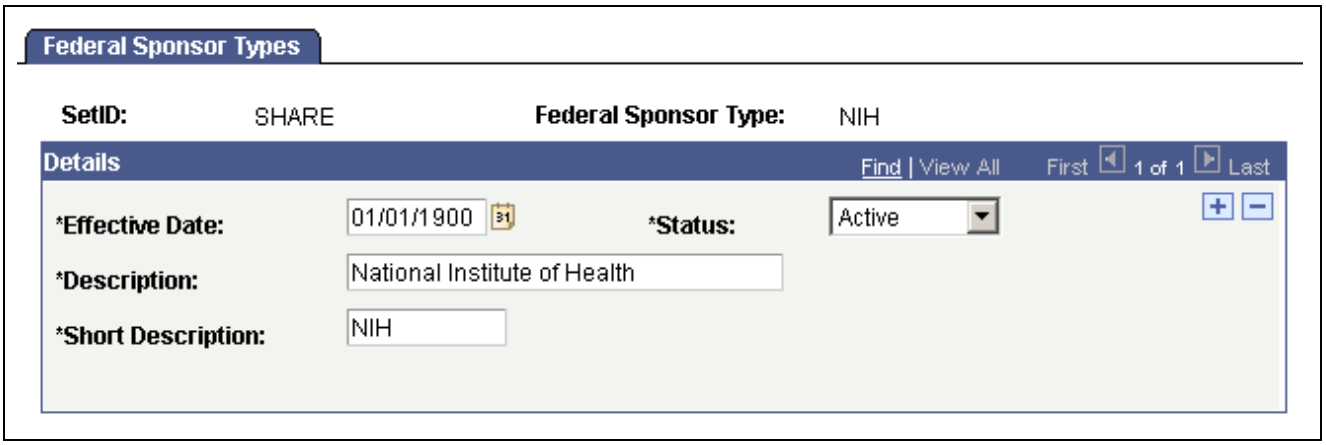
- *BUYUS*: Purchase American Made Items
- *EQUIP*: Equipment Purchase
- *EXAUT*: Expanded Authorities
- *FLYUS*: Fly American Carriers
- *SALCP*: Salary Cap
- *SAS*: Same As Sponsor

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

Defining Federal Sponsor Types

Access the Federal Sponsor Types page.

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Federal Sponsor Types page

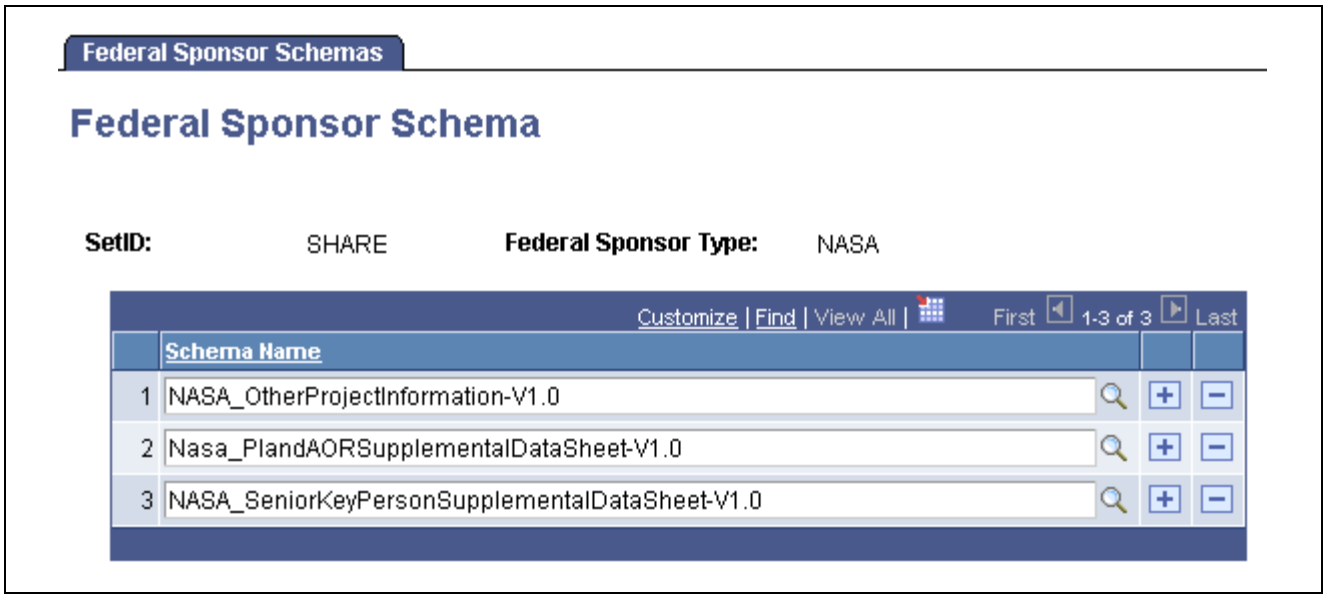
Define the types of Federal sponsors to use for Grants.gov electronic proposal submission. Some electronic forms are agency-specific and the Federal Sponsor Type determines the schemas defined on the Federal Sponsor Schemas page. The system uses the Federal sponsor types to map to Grants.gov proposals. You should not modify the system-delivered values: PeopleSoft Grants delivers these Federal sponsor types with the system:

- *CSRE*: Cooperative State Research.
- *DISL*: Disclosure of Lobby.
- *DOED*: Department of Education.
- *DOI*: Department of the Interior.
- *HHS*: Health and Human Services.
- *NASA*: National Aeronautics and Space Administration.
- *NIH*: National Institutes of Health.
- *NSF*: National Science Foundation.
- *PHS*: Public Health Service.
- *SBIR*: Small Business Innovation Research.

Defining Federal Sponsor Schemas

Access the Federal Sponsor Schemas page.

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Federal Sponsor Schema page

Define the types of Federal sponsor schemas to use for Grants.gov electronic proposal submission. Some electronic forms are agency-specific and the Federal Sponsor Schema uses the Federal Sponsor Type to determine the forms used for submission.

Suggested schema values are:

- For CSRE federal sponsor type:
  - CSREES_Application_Modification-V1.0
  - CSREES_Proposal_Type-V1.0
  - CSREES_Supplemental_Info-V1.0
- For DISL federal sponsor type: SFLLL-V1.1
- For NSF federal sponsor type:
  - NSF_ApplicationChecklist-V1.1
  - NSF_CoverPage-V1.1
  - NSF_DeviationAuthorization-V1.1
  - NSF_Registration-V1.1
  - NSF_SuggestedReviewers-V1.1
- For PHS federal sponsor type:
  - PHS398_ResearchPlan-V1.1
  - PHS398_ResearchPlan-V1.1
  - PHS398_CoverPageSupplement-V1.1
  - PHS398_CoverLetter-V1.1
  - PHS398_Checklist-V1.1
- For SBIR federal sponsor type: SBIR_STTR_Information-V1.0
- For NASA federal sponsor type:

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  - NASA_OtherProjectInformation-V1.0
  - Nasa_PIandAORSupplementalDataSheet-V1.0
  - NASA_SeniorKeyPersonSupplementalDataSheet-V1.0
- For DOED federal sponsor type: RRSF424_ED_80_0013-V1.1
- For DOI federal sponsor type: DOI_Project_Details-V1.0
- For NIH federal sponsor type:
  - PHS398_ResearchPlan-V1.1
  - PHS398_ModularBudget-V1.1
  - PHS398_CoverPageSupplement-V1.1
  - PHS398_CoverLetter-V1.1
  - PHS398_Checklist-V1.1

Establishing Professional Controls

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

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

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

This section discusses how to:

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

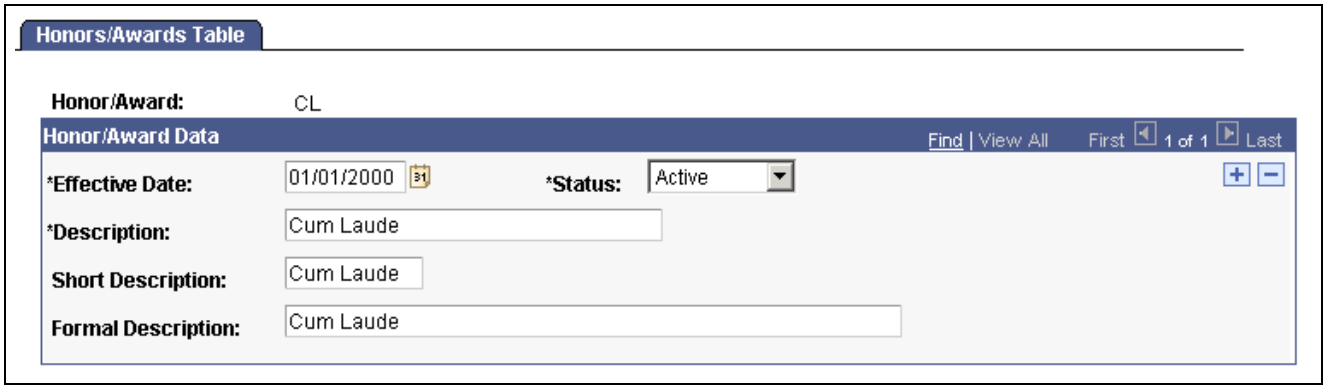
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Pages Used to Establish Professional Controls

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

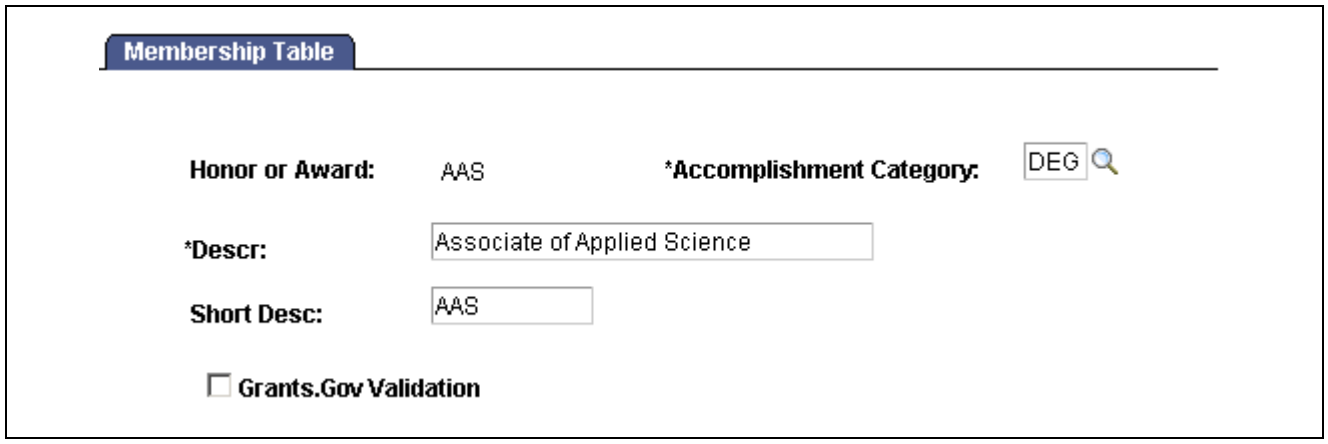
Enter information about the types of awards that are granted to the professionals at the institution. You can then link this information to the professional profiles of the individuals.

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.

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Membership Table page

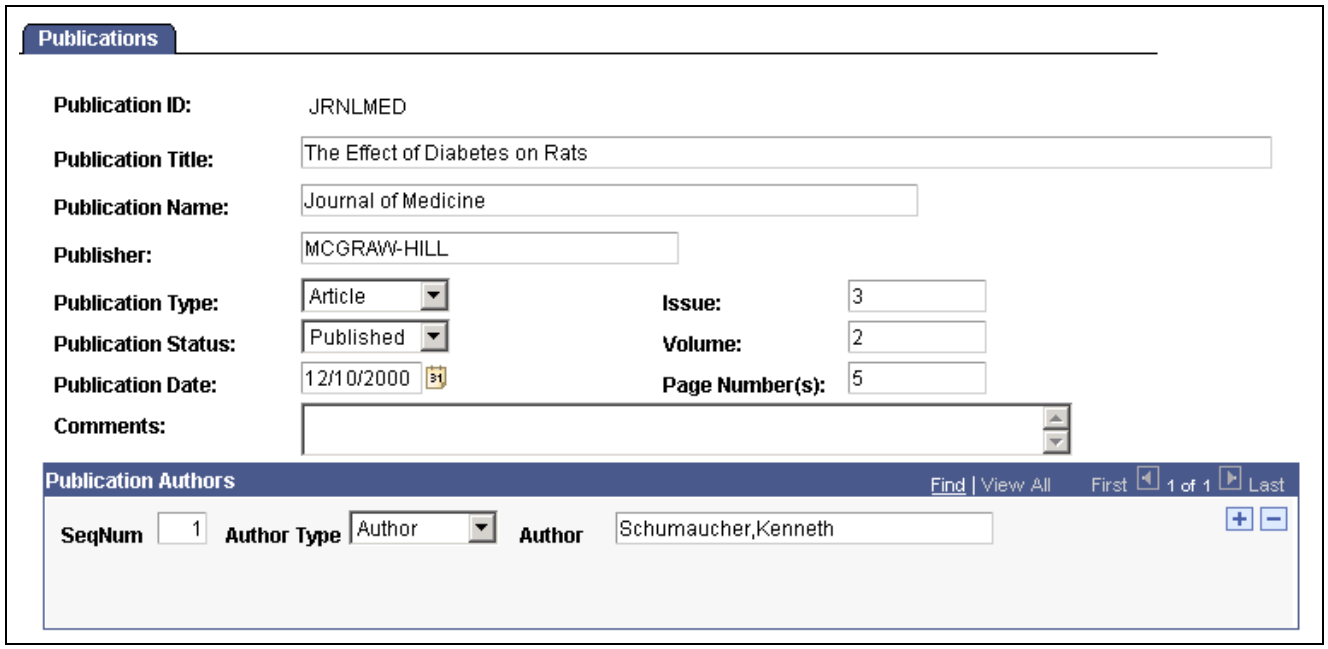
Assign a unique code to each membership, association, or accomplishment. Select an accomplishment category to categorize the membership or association.

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.

If you electronically submit proposals to Grants.gov and the Accomplishment Category is *DEG* select the Grants.Gov Validation check box after you verify your degree description is identical to the one used by Grants.gov.

Entering Publication Information

Access the Publications page.



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.

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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)
- Schemas (GM_SCHEMAS)
- Organization Type (GM_ORG_TYPE)
- Attachment Type (GM_ATTACH_TYPE)
- US Government Type (GM_US_GOV_CD)
- Additional Applicant Type (GM_INS_ADD_TYPE)

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.
- Define supported schema for Grants.gov electronic submission.
- Define organization types for Grants.gov electronic submission.
- Define attachment types for Grants.gov electronic submission.
- Define US Government Agency for Grants.gov electronic submission.
- Define additional applicant types for Grants.gov electronic submission.

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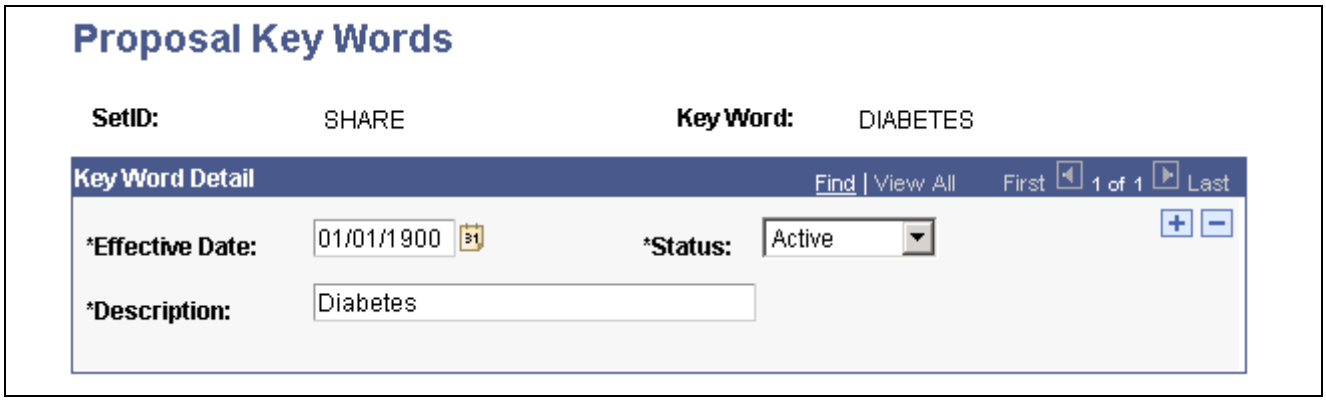
Pages Used to Establish Proposal Controls

Page Name	Object Name	Navigation	Usage
Proposal Key Words	GM_PROP_CTR_KEY	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Keyword, Proposal Keyword	Define key words that are used throughout the PeopleSoft Grants system.
Resource Types	GM_PROP_CTR_RES	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Resource Types	Define resource types that you use in proposals.
Proposal Component	GM_PROP_CTR_CMP	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Components	Define components that are used throughout the PeopleSoft Grants system.
Proposal/Award Purposes	GM_CTR_FNCTN	Set Up Financials/Supply Chain, Product Related, Grants, Proposal/Award Purposes	Maintain information about the type and purpose of research that will be conducted for a proposal.
Schema	GM_SCHEMA_TBL	Set Up Financials/Supply Chain, Product Related, Grants, Schemas	Define supported schemas for Grants.gov electronic submission.
Organization Type	GM_ORG_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Organization Name	Define organization types for Grants.gov electronic submission.
Attachment Type	GM_ATTACH_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Attachment Type	Define attachment types for Grants.gov electronic submission.
US Government Agency	GM_US_GOV_CD	Set Up Financials/Supply Chain, Product Related, Grants, US Government Agency	Define US Government Agency information for Grants.gov electronic submission.
Additional Applicant Type	GM_INS_ADD_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Additional Applicant Type	Define additional applicant types for Grants.gov electronic submission.

Entering Key Words

Access the Proposal Key Words page.

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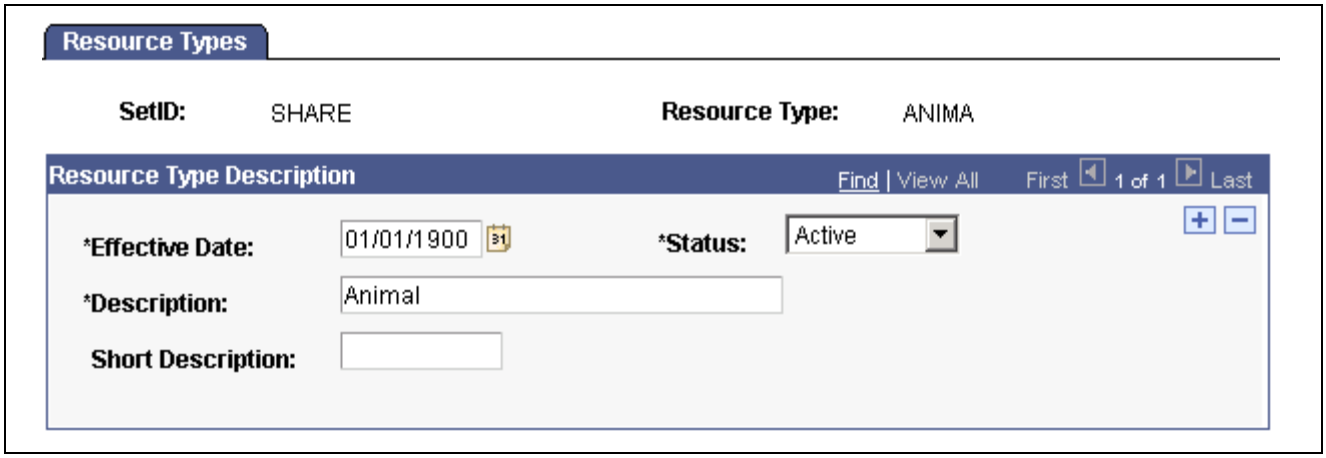


Proposal Key Words page

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

Creating Proposal Resource Types

Access the Resource Types page.



Resource Types page

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

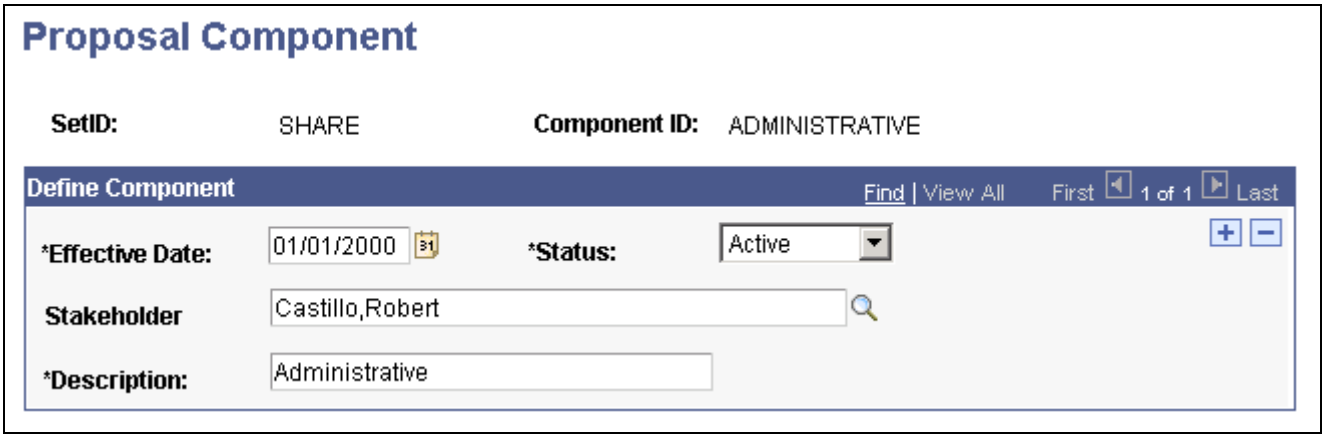
- *ANIMA:* Animal
- *CLINI:* Clinical
- *COMPU:* Computer
- *LABOR:* Laboratory
- *MAJOR:* Major Equipment
- *OFFIC:* Office
- *OTHER:* Other Resources
- *RESOU:* Other Resources (NSF Specific)

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

Defining Proposal Components

Access the Proposal Component page.



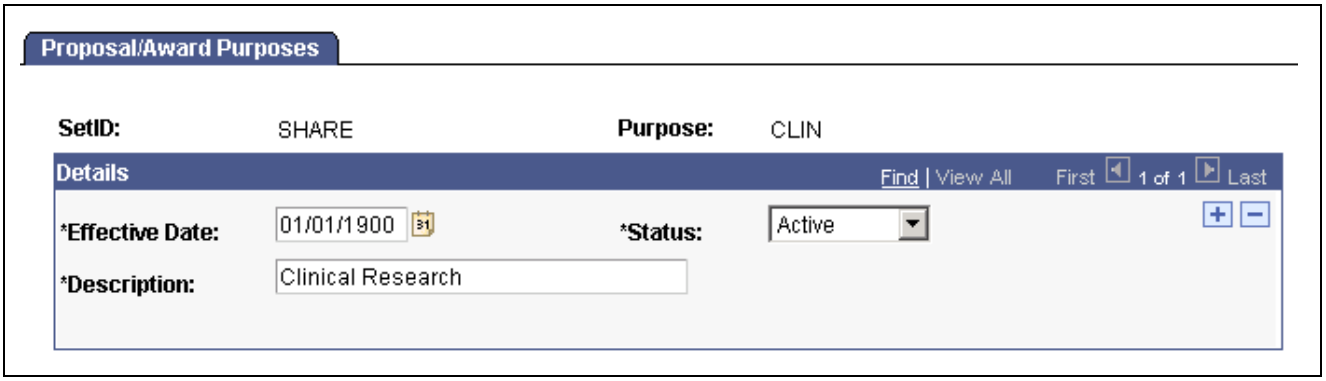
Proposal Component page

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.



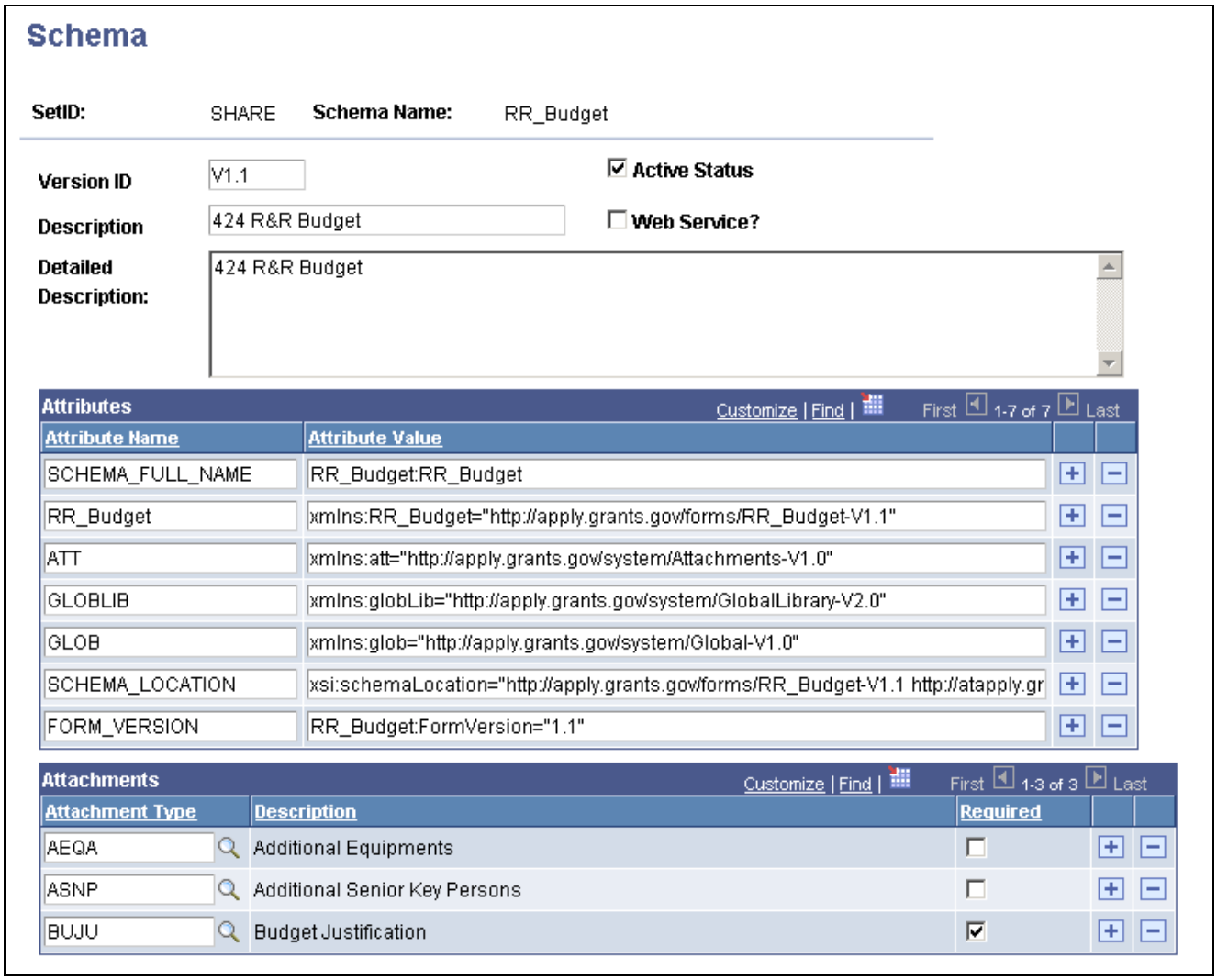
Proposal/Award Purposes page

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.*

Defining Schemas

Access the Schema page.

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Schema page

Define the supported schemas to use when electronically submitting proposals to Grants.gov. The agency-dependant proposal pages run off the defined schemas.

Note. For the SubmitApplication web service schema you must change the *FTPSite* attribute value to that of your FTP server.

Web Service Selected if the schema is a web service definition. You select this on the search page.

Attributes Displays the attribute name and attribute value associated with the schema.

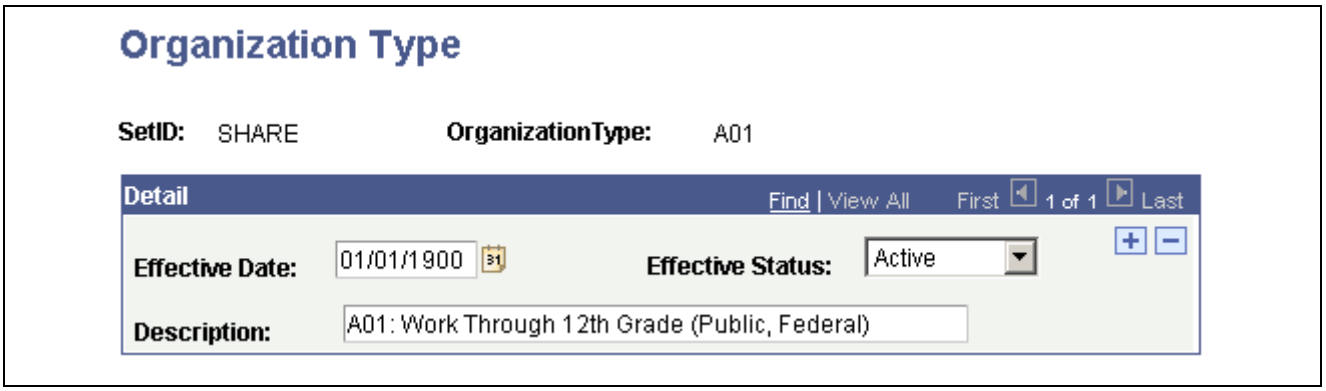
Attachments Displays the attachment types supported by this schema, if any.

Required Selected if this attachment is required.

Defining Organization Types

Access the Organization Type page.

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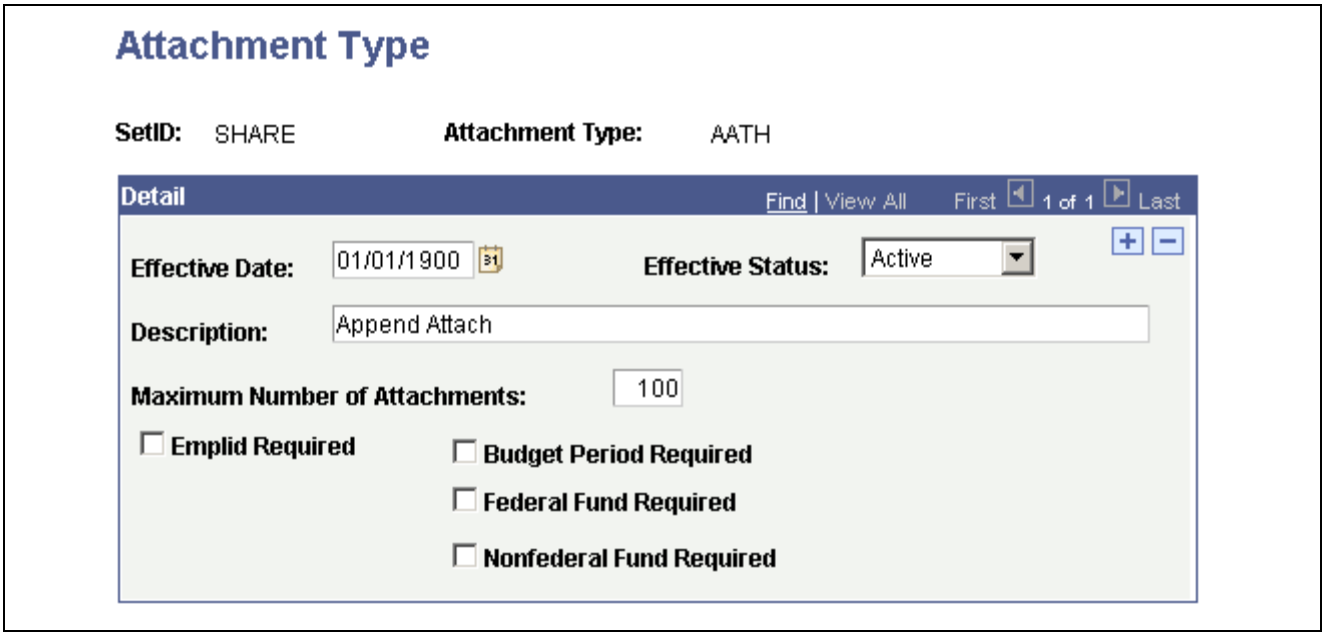
Organization Type page

Define the organization types to use when electronically submitting proposals to Grants.gov

Note. PeopleSoft Grants delivers these types as system data. You should not modify them.

Defining Attachment Types

Access the Attachment Type page.



Attachment Type page

Define the type of attachments to use when electronically submitting proposals to Grants.gov.

Note. PeopleSoft Grants delivers these types as system data. You should not modify them.

Defining US Government Agencies

Access the US Government Agency page.

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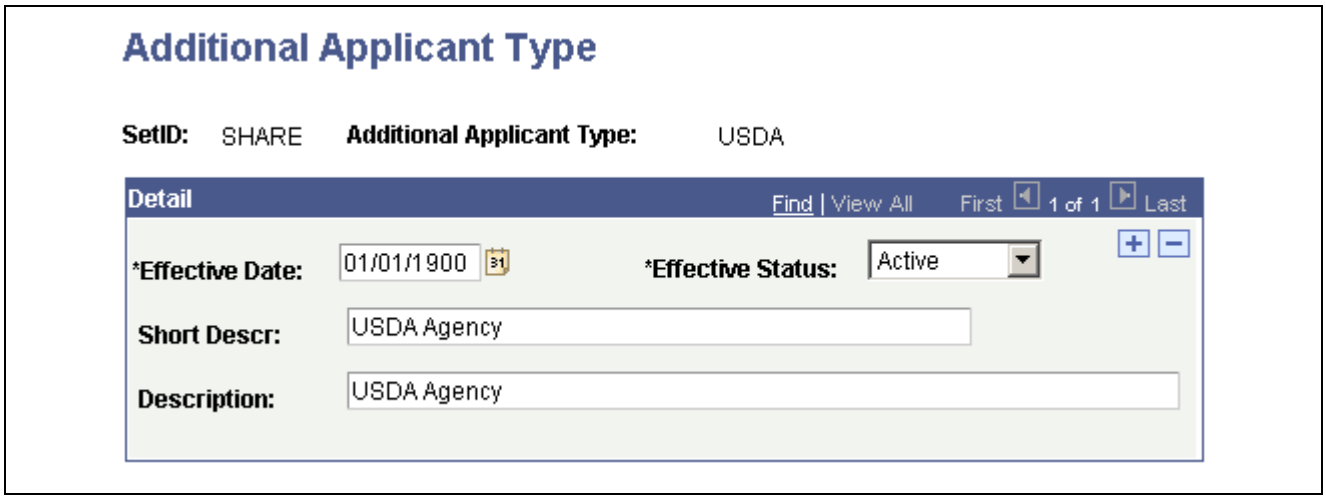
US Government Agency page

Define the US government agencies to use when electronically submitting proposals to Grants.gov.

Note. PeopleSoft Grants delivers these types as system data. You should not modify them.

Defining Additional Applicant Types

Access the Additional Applicant Type page.



Additional Applicant Type page

Define the additional applicant types to use when electronically submitting proposals to Grants.gov

Note. PeopleSoft Grants delivers these types as system data. You should not modify them.

Establishing Milestones

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

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

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Understanding Milestones

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

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

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

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

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

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

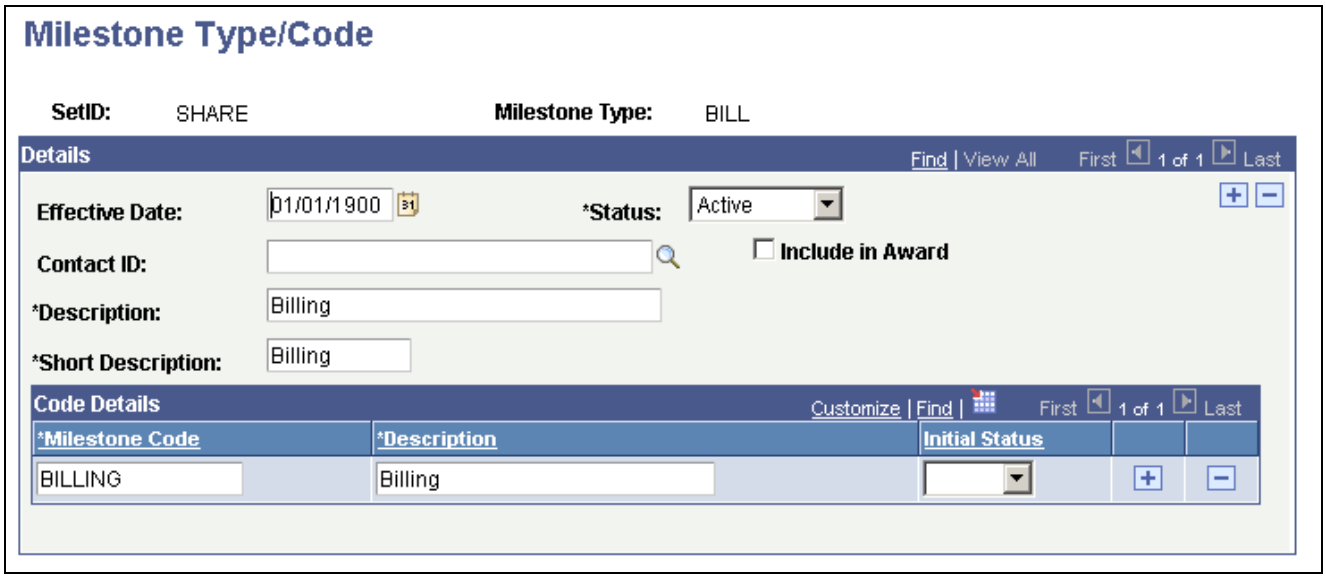
Page Used to Establish Milestones

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.
Milestone Status	GM_MILE_STATUS	Set Up Financials/Supply Chain, Product Related, Grants, Milestone Status	Define milestone statuses for a SetID.

Defining Milestone Types and Codes

Access the Milestone Type/Code page.

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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.

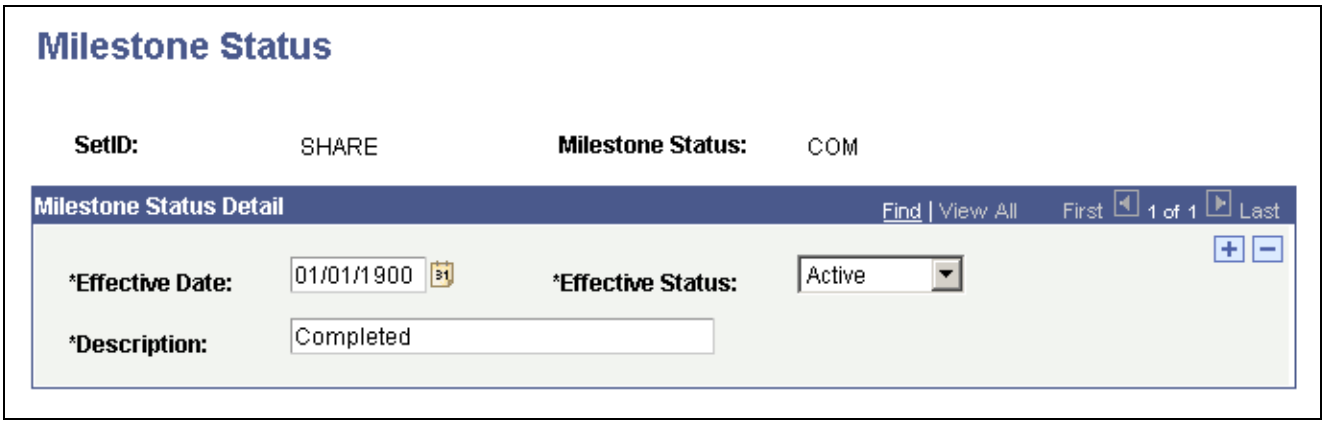
Milestone Code Milestone codes enable you to name the individual milestones that correspond to a specific milestone type. For example, if you create a milestone type of *FNREP* (financial status reporting), the individual milestone codes could be *FINAL* or *INTERIM.*

Initial Status Select the initial status for the milestone type.

Defining Milestone Statuses

Access the Milestone Status page.

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Milestone Status page

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

Setting Up the PeopleSoft Grants Forms Printing Solution

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

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

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

Understanding Forms Printing

The PeopleSoft Grants forms printing solution uses file layouts to generate XML. This is accomplished by using existing PeopleTools functionality. Through the use of XML and XFDF (XML forms data format), the PeopleSoft Grants forms solution maps all of the required data elements to the actual sponsor forms. As a result, you can edit and print forms online using Adobe Acrobat Reader 5.0. Because this solution uses standard PeopleTools technology, you no longer need to engage a third-party to fulfill your forms printing needs.

Note. If you electronically submit proposals to Grants.gov you view and print the forms using the Proposal - Grants.gov page.

Impacted Forms

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

- Grant Application (PHS 398).

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

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

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

- Federal Cash Transaction Report (SF- 272).

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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.

Note. These forms will be phased out over time as the Federal government completes the transition to Grants.gov.

Forms Downloads from the Sponsor Websites

To set up the PeopleSoft 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).

See Also

Chapter 8, “Preparing and Submitting a Proposal,” Submitting Proposals, page 247

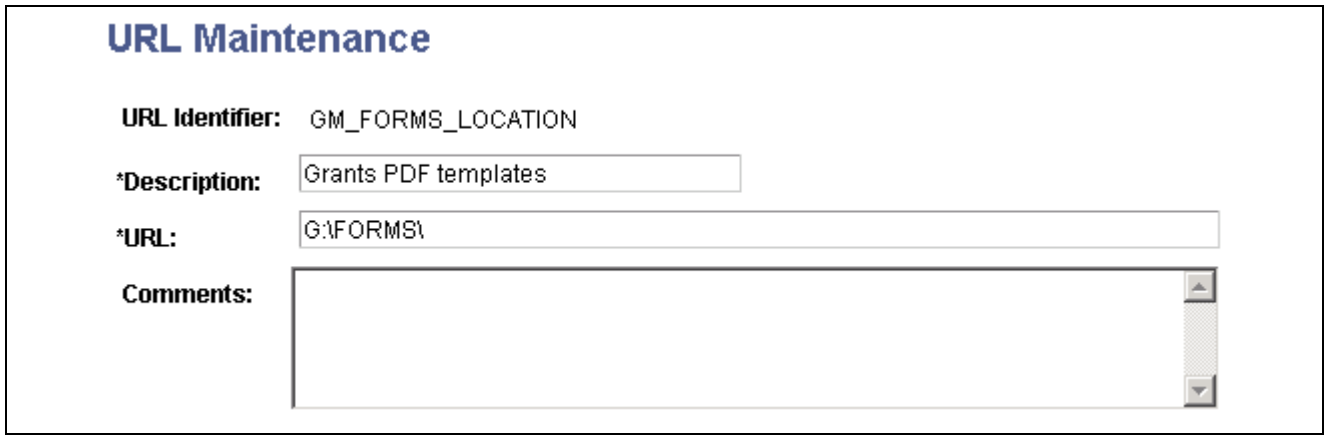
Pages Used to Set Up the PeopleSoft Grants Forms Printing Solution

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 PeopleSoft Grants system.

Setting Up the Forms URL Maintenance Area

Access the URL Maintenance page.

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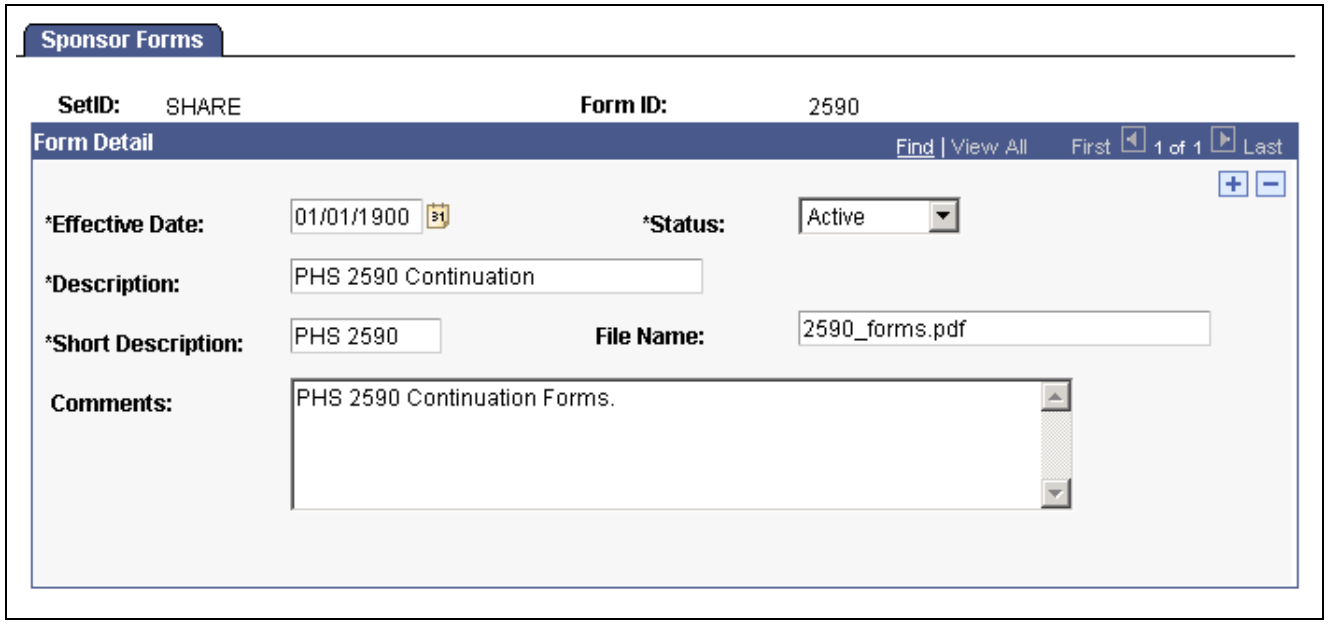


URL Maintenance page

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 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

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

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CHAPTER 6

Setting Up and Maintaining PeopleSoft Grants Information

This chapter discusses how to:

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

Setting Up and Maintaining Institutions

To set up and maintain institutions, use these components:

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

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

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

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Understanding Institutional Information

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

Institution pages capture this information:

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

Supporting control pages capture this information:

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

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

Pages Used to Set Up and Maintain Institutions

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.

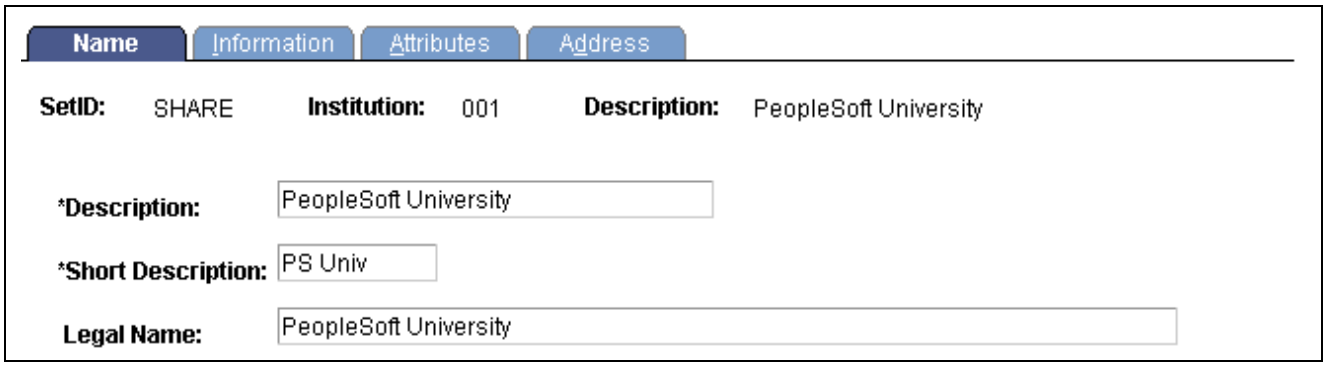
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Page Name	Object Name	Navigation	Usage
Institution - Address	GM_IN_ADDRESS	Grants, Institution, General Information, Address	Establish the institution address. You can assign multiple location addresses to the institution.
Institution Electronic Address	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	Establish institution F&A rates.
Fringe Rates	GM_IN_FRIN_RATE	Grants, Institution, 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 (institution certification and compliance comment)	GM_IN_CERT_SEC2	Click the Comments button on the Certifications & Compliances page.	Enter comments about the certifications and compliances.
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.

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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.

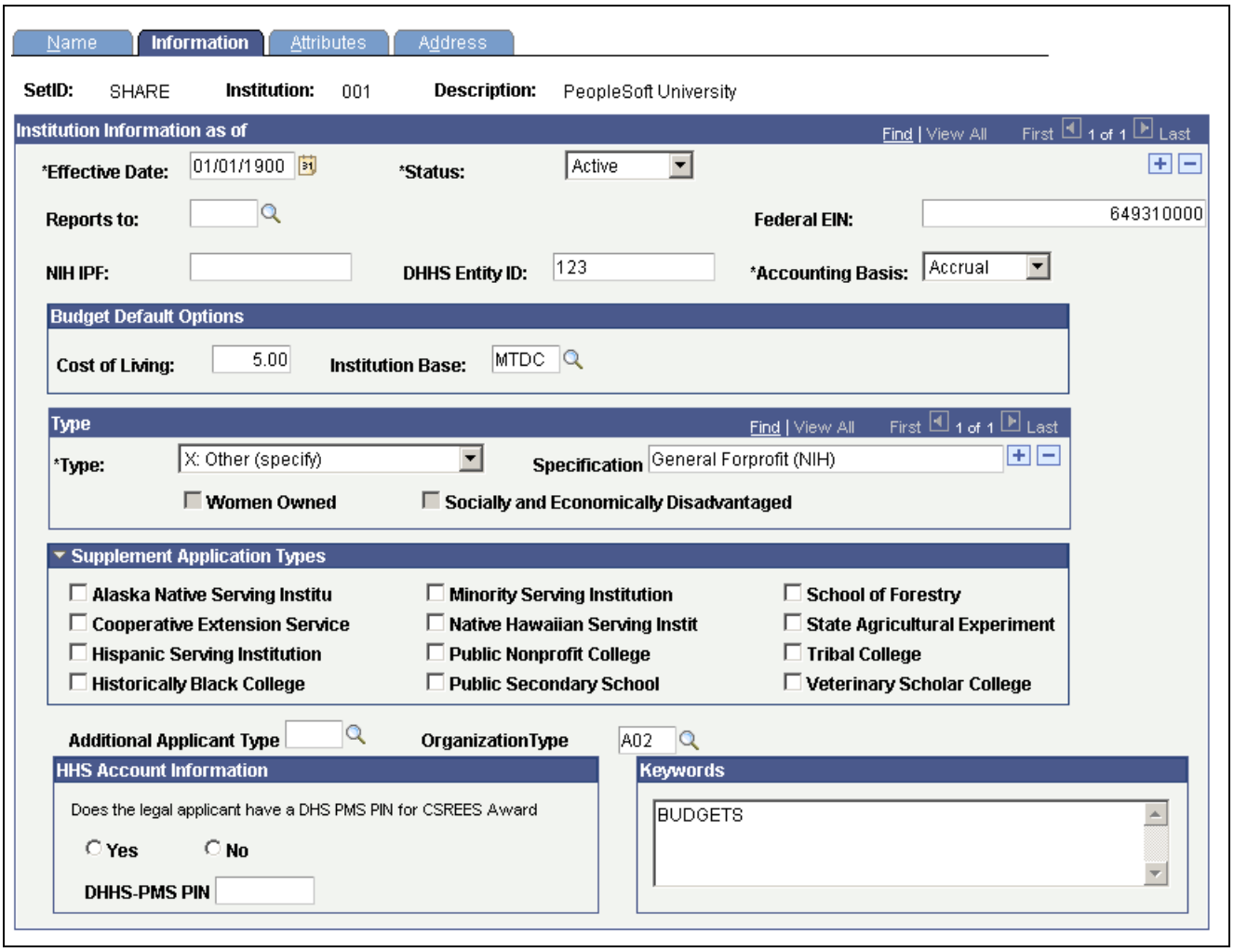
See Also

Enterprise PeopleTools PeopleBook: PeopleTools Security

Establishing Institution Information

Access the Institution - Information page.

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Institution - Information page

Enter budget default information.

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

Federal EIN (Federal Employer Identification Number) Enter the employer identification number that the United States government issued to the institution.

NIH IPF (National Institutes of Health institutional profile file) Enter the identification number that the National Institutes of Health issued to the institution.

DHHS Entity ID (Department of Health and Human Services entity identification) Enter the institution's identification number that the U.S. government's Department of Health and Human Services agency issued to the institution.

Accounting Basis Select either *Accrual* or *Cash.*

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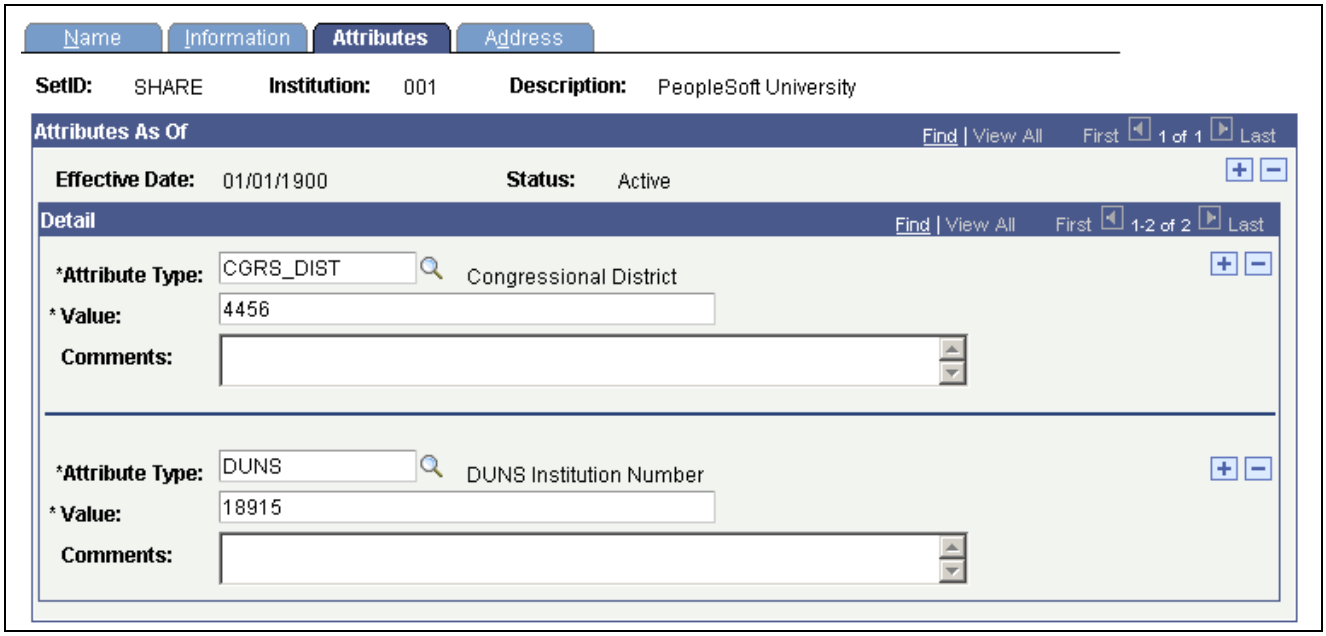
Cost of Living and **Institution Base**	Enter a percentage, and then select a base type such as *MTDC* (modified total direct cost). These fields establish budget default options for the institution.
Type	Select the type of institution that you are establishing. You can have more than one institution type.
Specification	Enter an institution type if you selected a Type of *Other*.
Women Owned	Select if the institution is women owned. This field is available when the Type is *Small Business*.
Socially and Economically Disadvantaged	Select if the institution is socially and economically disadvantaged. This field is available when the Type is *Small Business*.
Specification	Enter an institution type.
Supplemental Application Types	Select one or more types if you submit CREES proposals electronically to Grants.gov.
Additional Applicant Type	Select the additional applicant type from the list of valid values if you submit CREES proposals electronically to Grants.gov.
Organization Type	Select the organization type from the list of valid values.
HHS Account Information	Enter the HHS account information for the institution if you submit CREES proposals electronically to Grants.gov.
Keywords	Enter keywords if you submit CREES proposals electronically to Grants.gov.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 70

Establishing Institution Attributes

Access the Institution - Attributes page.



Institution - Attributes page

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

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

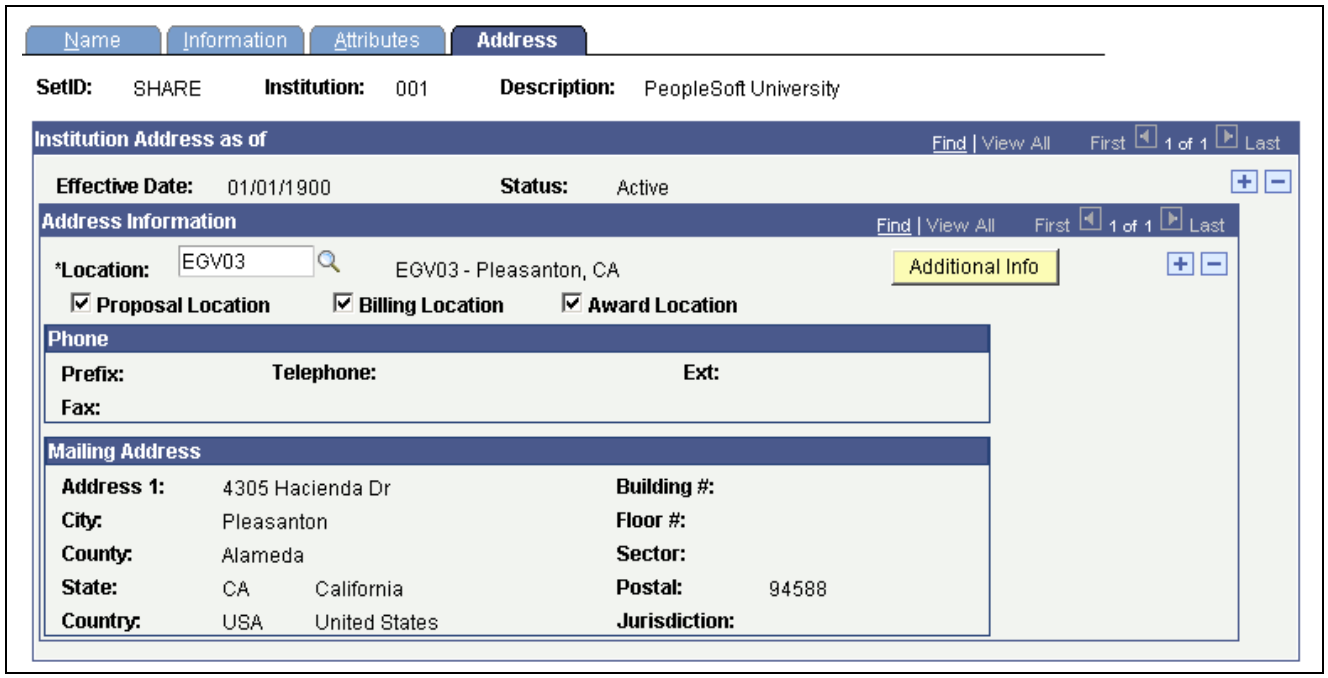
Value Enter a value (either numeric, character, or both) to represent the attribute that you selected.

See Also

Chapter 5, "Structuring PeopleSoft 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. PeopleSoft Grants retrieves the phone and address information for that location on the location control table. Because institution addresses do not routinely change, this page is not effective-dated.

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

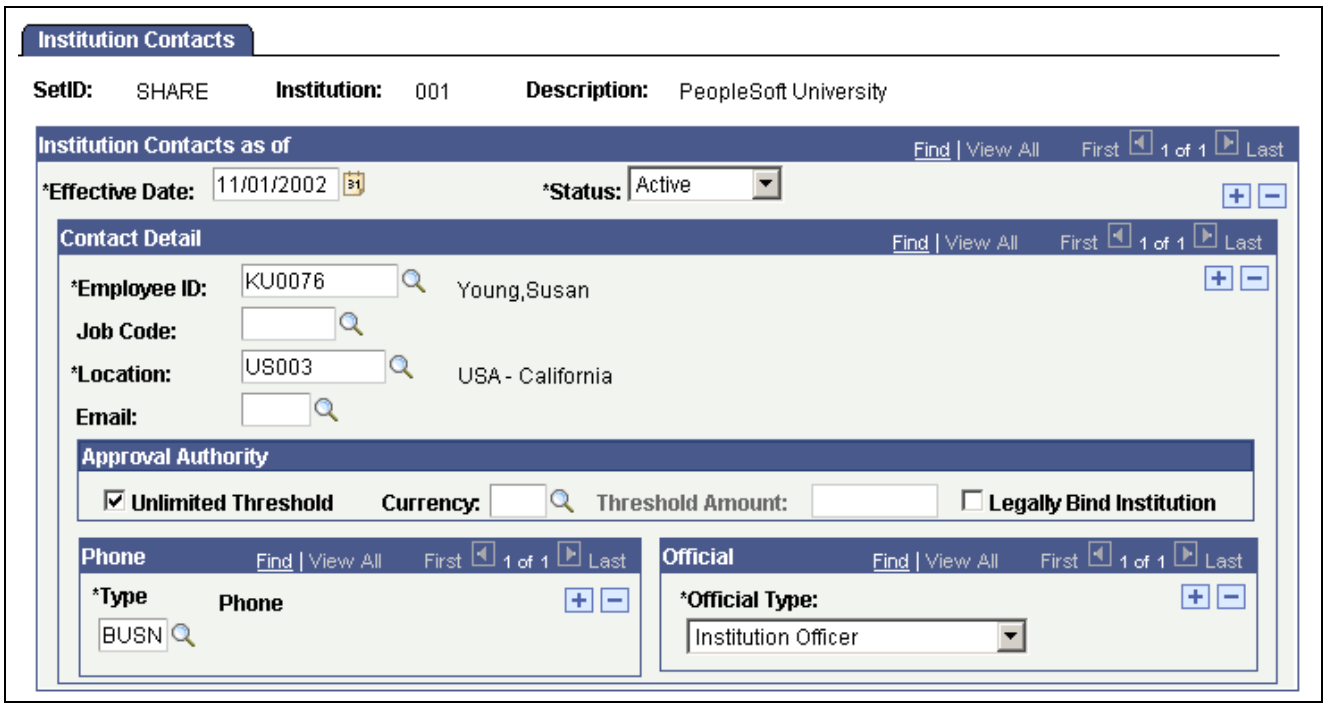
See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

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Establishing Institution Contacts

Access the Institution Contacts page.



Institution Contacts page

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

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

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

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

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

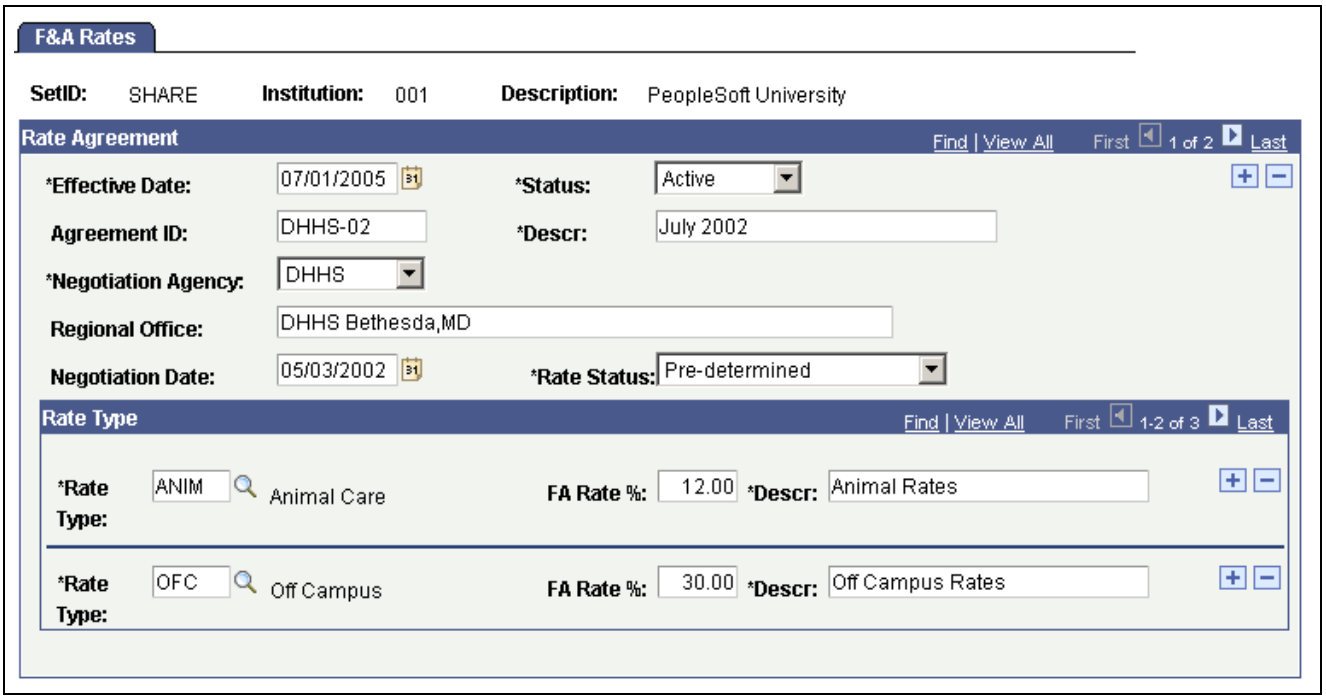
See Also

Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," Setting Up and Maintaining Professional Data, page 135

Establishing Institution F&A Rates

Access the F&A Rates page.

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F&A Rates page

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

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

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

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

Rate Type and **FA Rate %** (facilities and administration rate percent) — Multiple rates and rate types may exist. for each agreement. Rate types are defined in the F&A rate type control table. The institution's negotiated rates operate during the proposal preparation phase as defaults to provide guidance for budgeting.

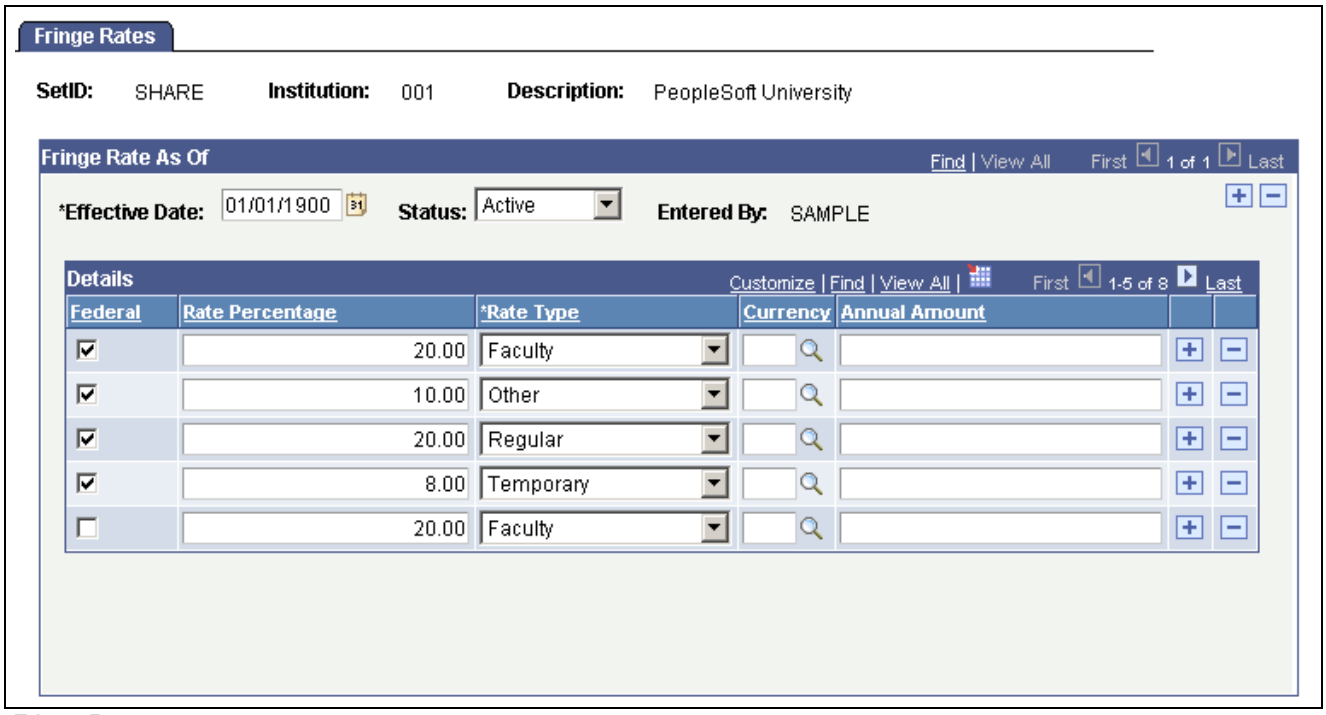
See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 70

Establishing Institution Fringe Rates

Access the Fringe Rates page.

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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 *Faculty, Other, Regular,* and *Temporary.*

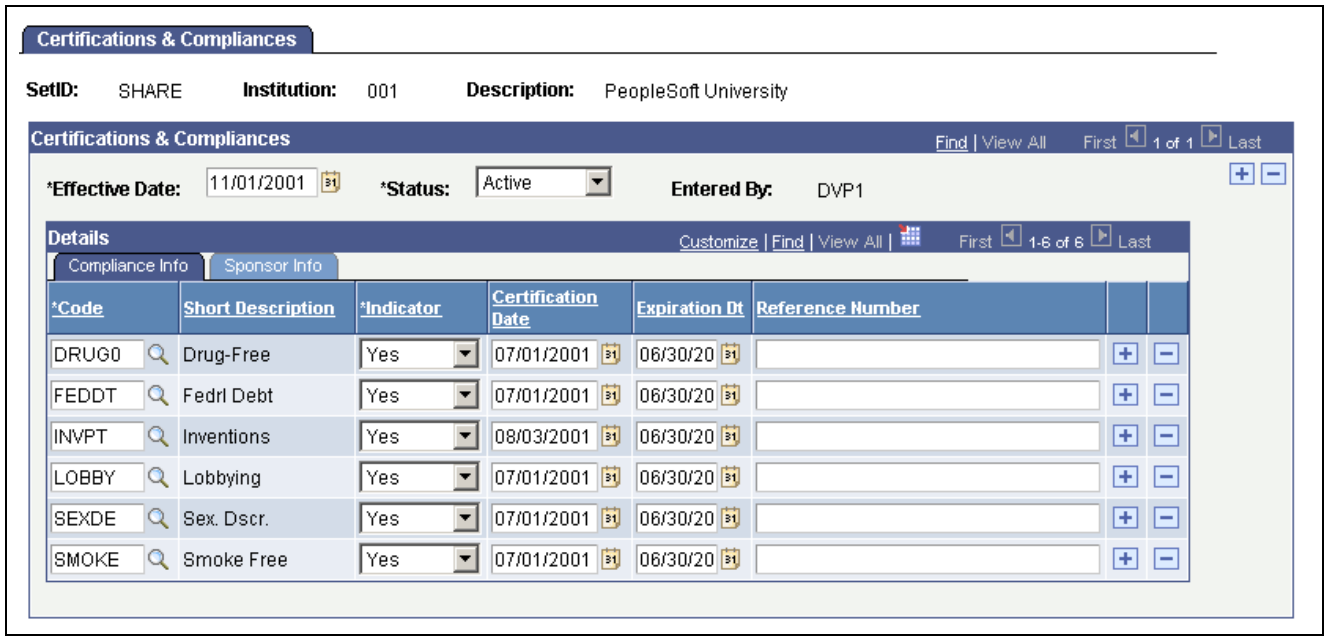
Currency Select the currency that you want the system to use to calculate the fringe rate.

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

Establishing Institution Certifications and Compliances

Access the Certifications & Compliances page.

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Certifications & Compliances page

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

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

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

Comments Click to add comments about the certifications and compliances.

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

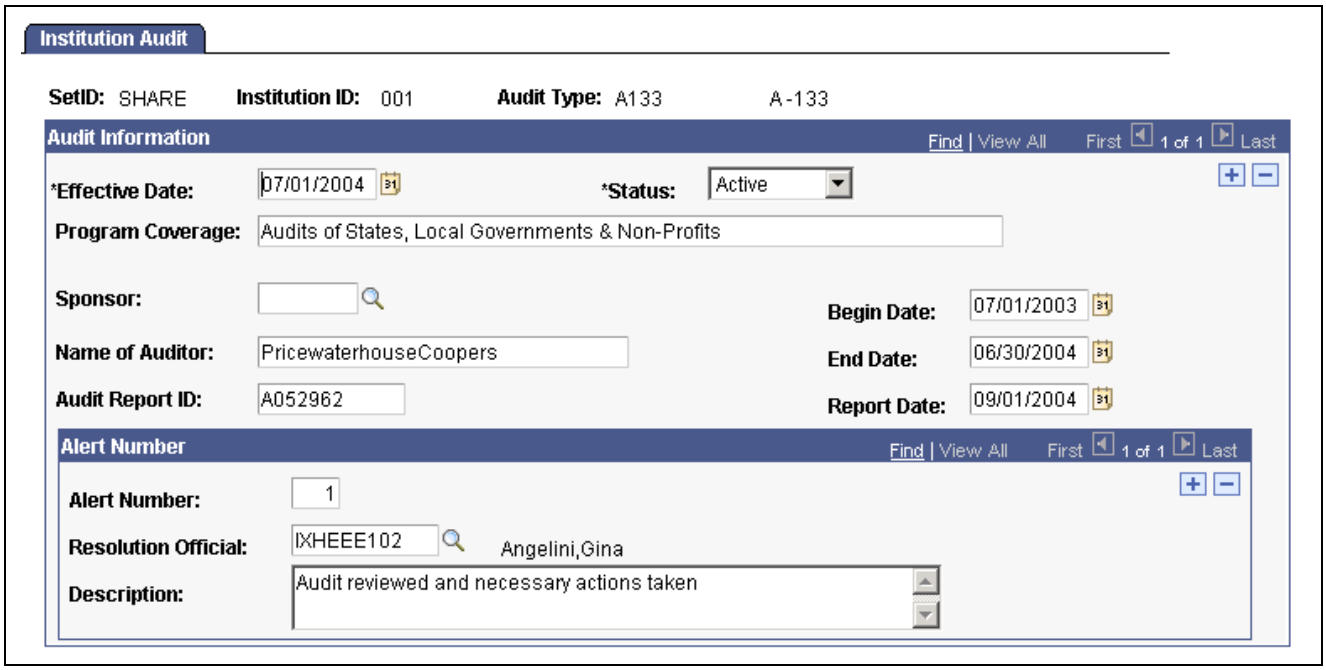
See Also

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

Establishing Institution Audit Information

Access the Institution Audit page.

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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 PeopleSoft Grants," Establishing Institution Controls, page 70

Setting Up and Maintaining Sponsored Projects

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

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

Understanding Sponsored Projects Setup and Maintenance

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

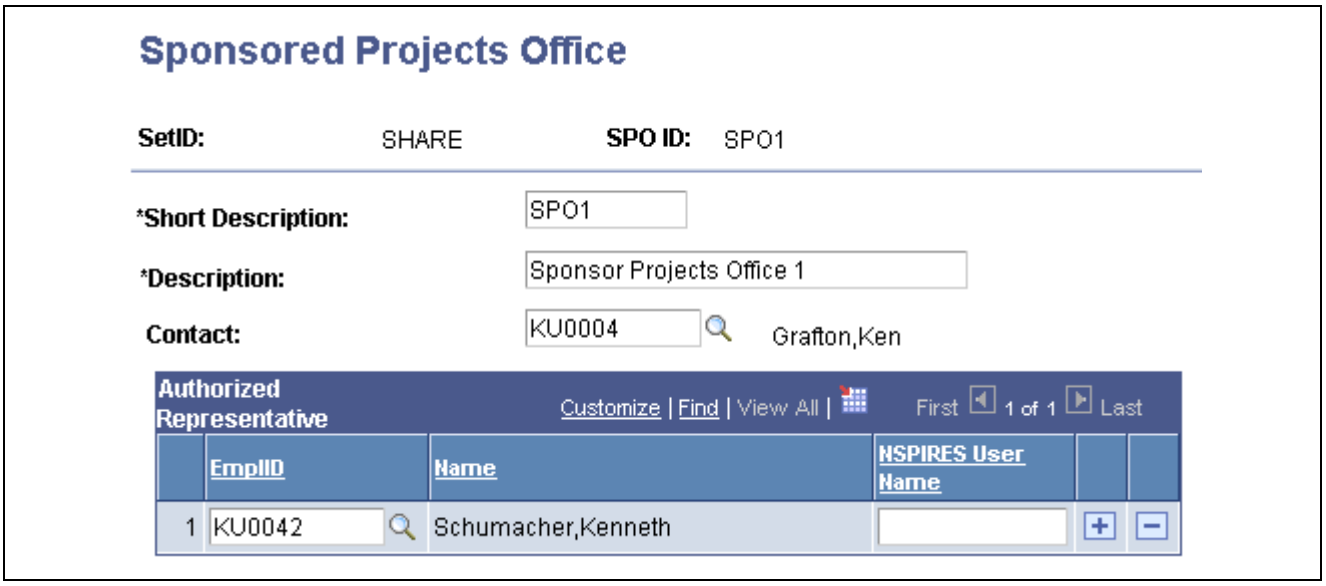
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Page Used to Set Up and Maintain Sponsored Projects Office

Page Name	Object Name	Navigation	Usage
Sponsored Projects Office	GM_SPO_OFFICIAL	Grants, Sponsored Projects Office, General Information	Enter a description, employee contact, and authorized representative information for the SPO.

Setting Up and Maintaining the Sponsored Projects Office

Access the Sponsored Projects Office page.



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 is displayed on the Proposal Project page.

If you submit proposals to Grants.gov enter one or more authorized representative. An authorized representative is required to act as the signing official on the Submission page. If you are registered with NSPIRES, enter your user name.

Setting Up and Maintaining Departments

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

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

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

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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 PeopleSoft General Ledger departments enable institutions to maintain PeopleSoft Grants data and financial information for a department (college, division, department).

  This existing structure that exists within the Department table (DEPARTMENT_TBL) enables post-award financial and reporting processes, such as billing, payments, and purchase orders.
- You establish new departments first through the hierarchical tree structure in PeopleSoft Tree Manager.
- PeopleSoft 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 9.0 PeopleBook, "Summarizing ChartFields Using Trees"

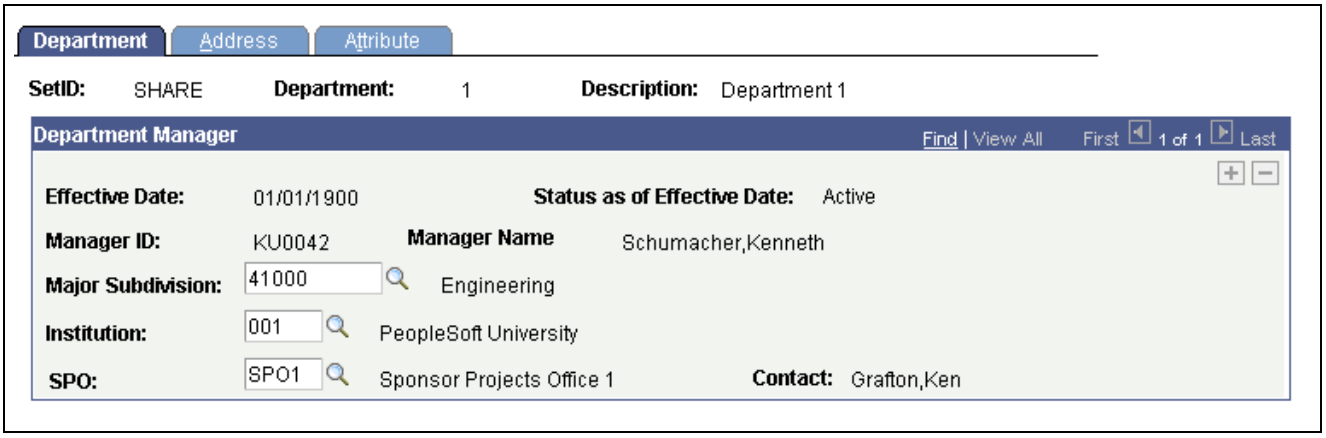
Pages Used to Set Up and Maintain Departments

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, Attribute	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.

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Viewing the Department Profile

Access the Department - Department page.



Department - Department page

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

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

See Also

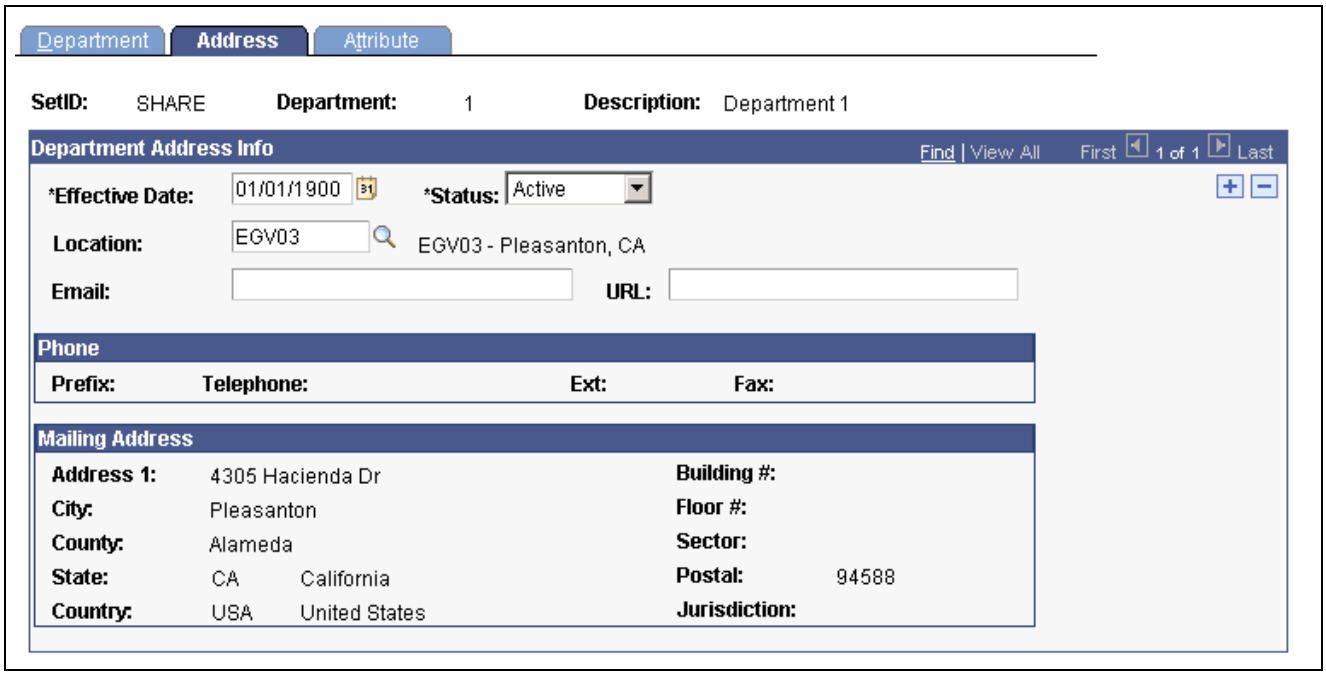
PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, “Configuring ChartFields”

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, “Defining and Using ChartFields,” Entering and Maintaining ChartField Values

Establishing Department Addresses

Access the Department - Address page.

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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.

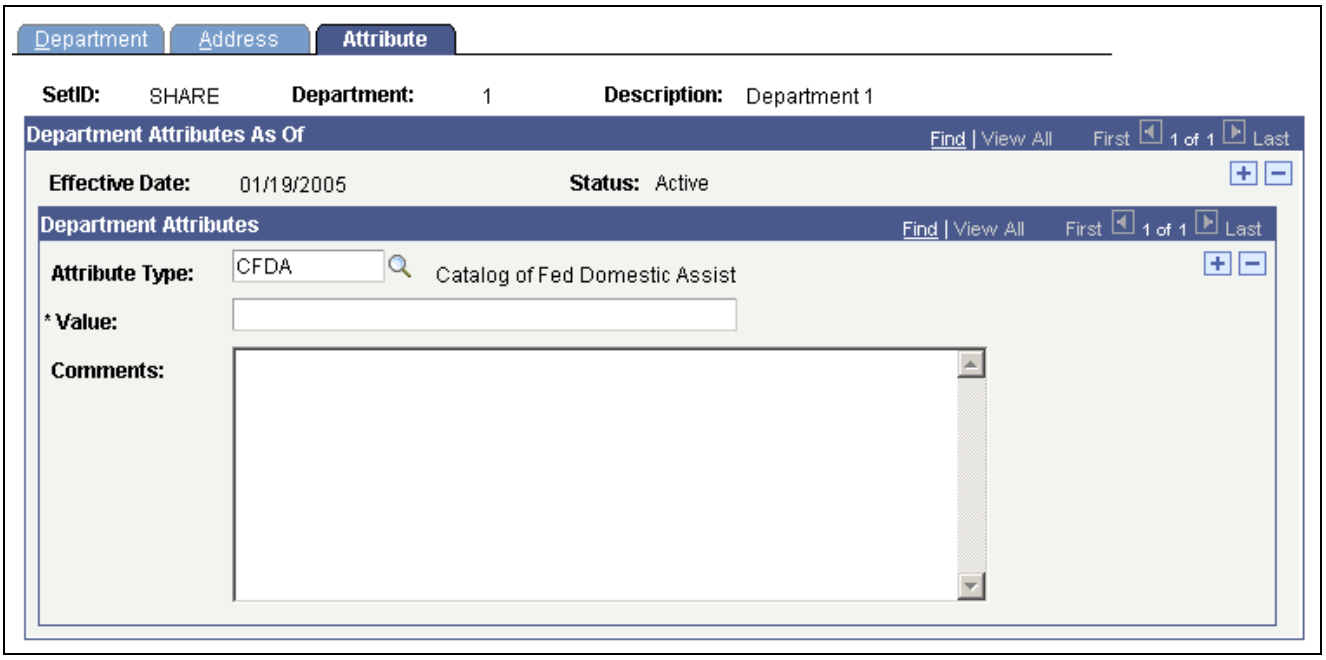
See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

Establishing Department Attributes

Access the Department - Attribute page.

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Department - Attribute page

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

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

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

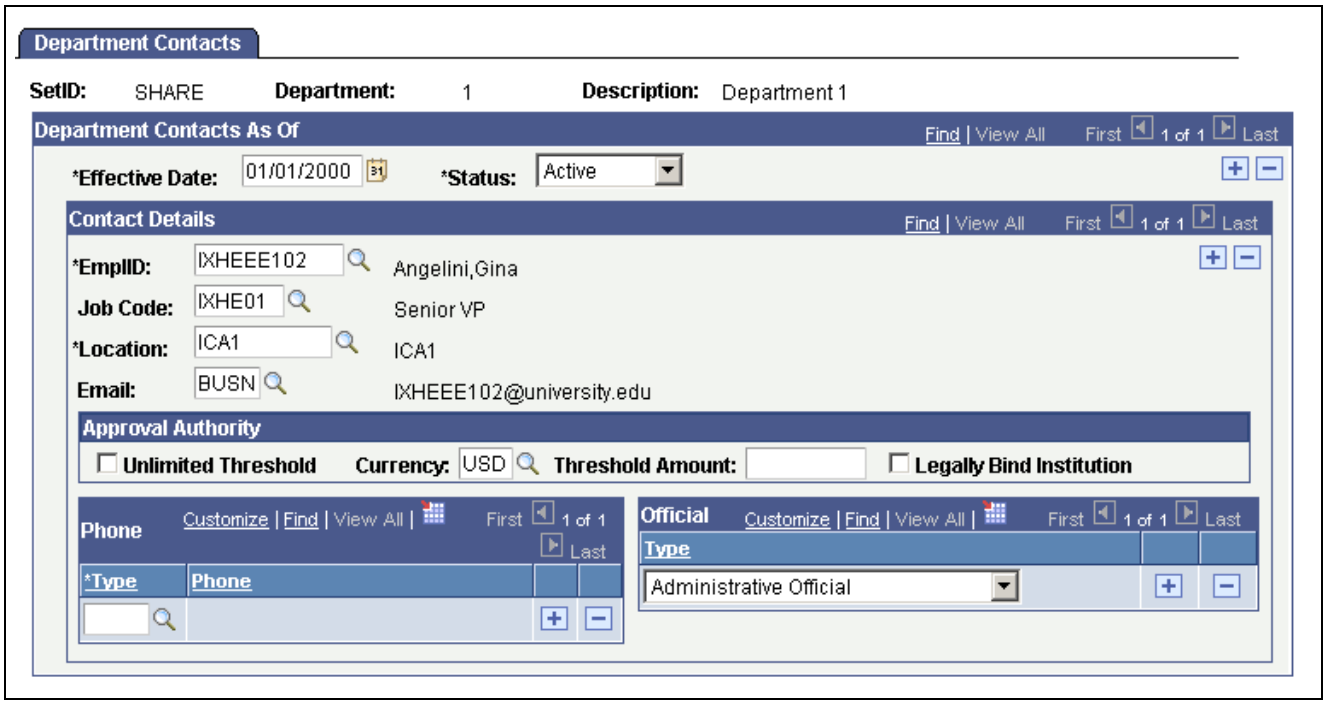
See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 70

Establishing Department Contacts

Access the Department Contacts page.

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Department Contacts page

Select an employee ID for the department contact. The contact information (name, job code, location, and email) displays. 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 PeopleSoft Grants Information," Setting Up and Maintaining Institutions, page 101

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).

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

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

- Establish general sponsor information.
- Create sponsor details.
- Create sponsor attribute types.
- Establish bill to options.
- Establish ship to 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.
- Set up sponsor website links.
- View and use sponsor websites.

Understanding Sponsor Setup and Maintenance

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

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

- Indicate that the sponsor is a PeopleSoft Grants sponsor when you add a PeopleSoft Grants sponsor.

  This enables all PeopleSoft Grants users to view only PeopleSoft Grants-applicable sponsors rather than all customers and sponsors.
- You can populate and administer proposals, awards, forms, reports, and billings after you capture sponsor data.
- The institution can determine sponsor and subsponsor relationships and levels.

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.

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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.

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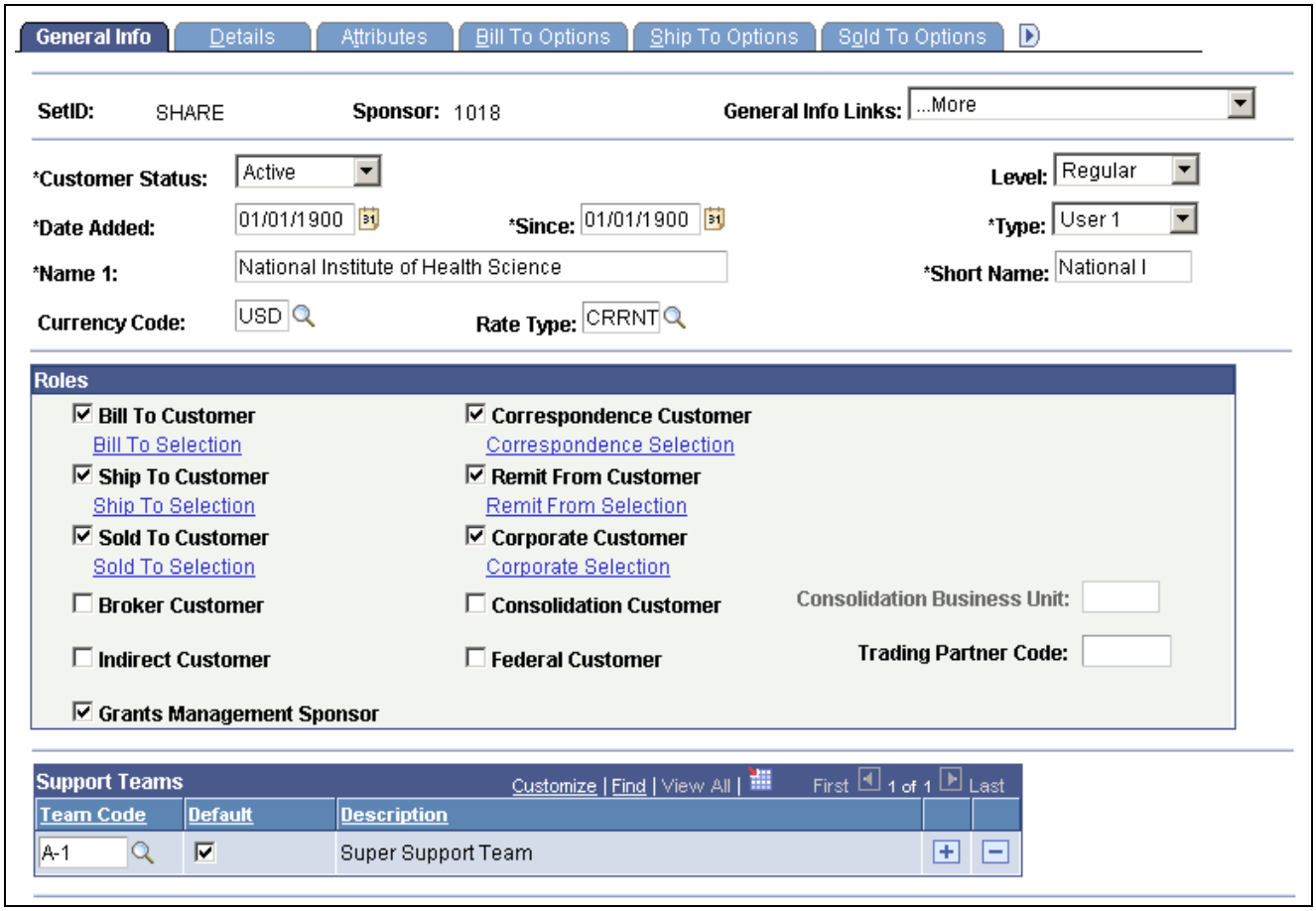
Pages Used to Set Up and Maintain Sponsors

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 PeopleSoft Grants-specific billing information about a sponsor.
Sponsor - Attributes	GM_SP_ATTRIB	Grants, Sponsors, General Information, Attributes	Select data elements that will appear on sponsor forms and reports.
Sponsor - Bill To Options	CUST_BILLTO_OPT	Grants, Sponsors, General Information, Bill To Options	Enter billing information.
Sponsor - Ship To Options	CUST_SHIPTO_OPT1	Grants, Sponsors, General Information, Ship To Options	Enter customer information for the ship to customer.
Sponsor - Sold To Options	CUST_SOLDTO_OPT	Grants, Sponsors, General Information, Sold To Options	Enter or select various sold to and pricing options.
Sponsor - 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.
Sponsor Website Setup	GM_SPN_URL_SETUP	Setup Financials/Supply Chain, Product Related, Grants, Sponsor Websites Setup	Configure sponsor URL links. The links appear on the Sponsor Websites page.
Sponsor Websites	GM_SPN_URL	Grants, Sponsor Websites	View sponsor URL links and use links to access sponsor web pages.

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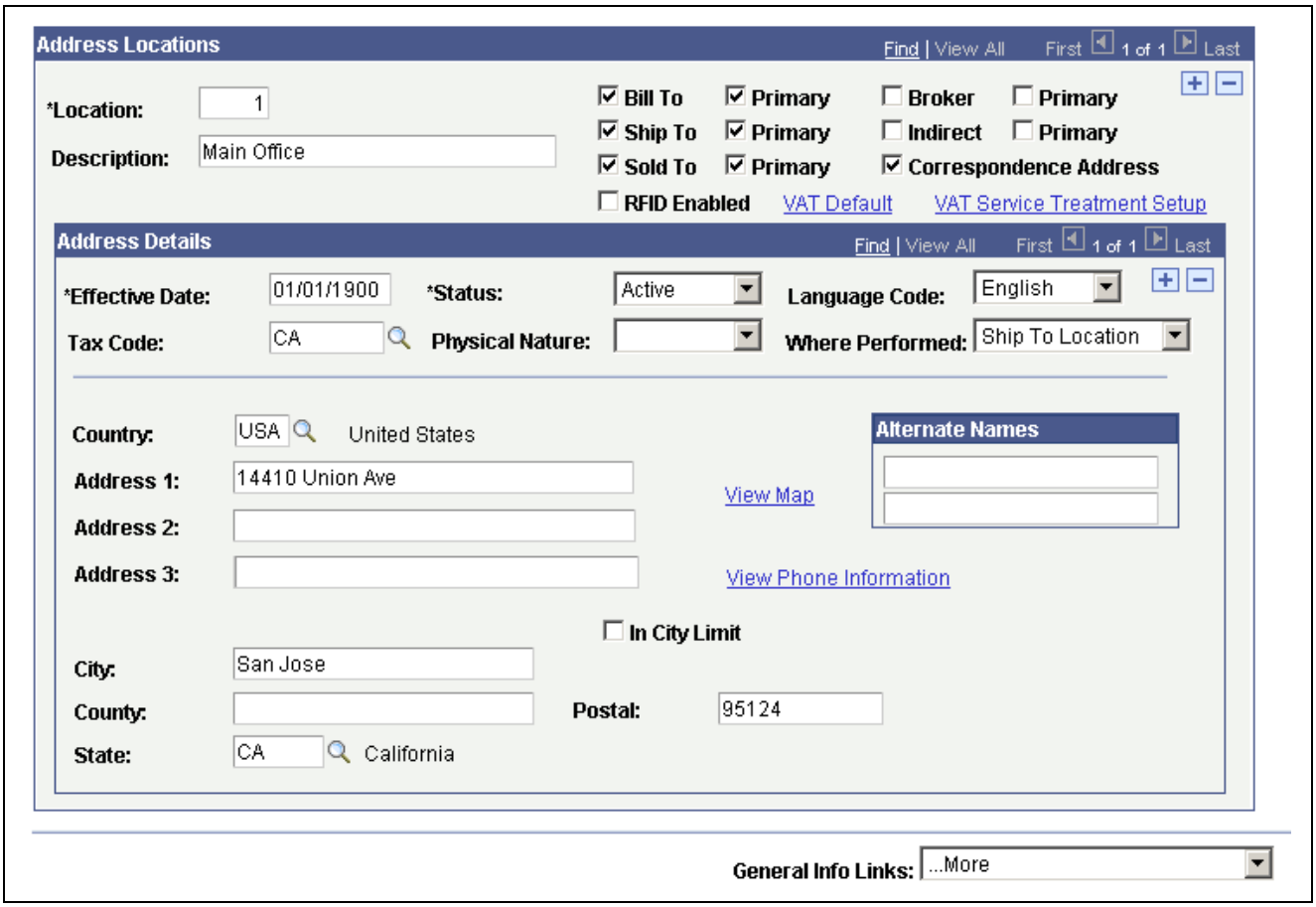
Establishing General Sponsor Information

Access the Sponsor - General Info page.



Sponsor - General Info page (1 of 2)

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Sponsor - General Info page (2 of 2)

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

Instructions on establishing general sponsor and address information appear in the *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook.*

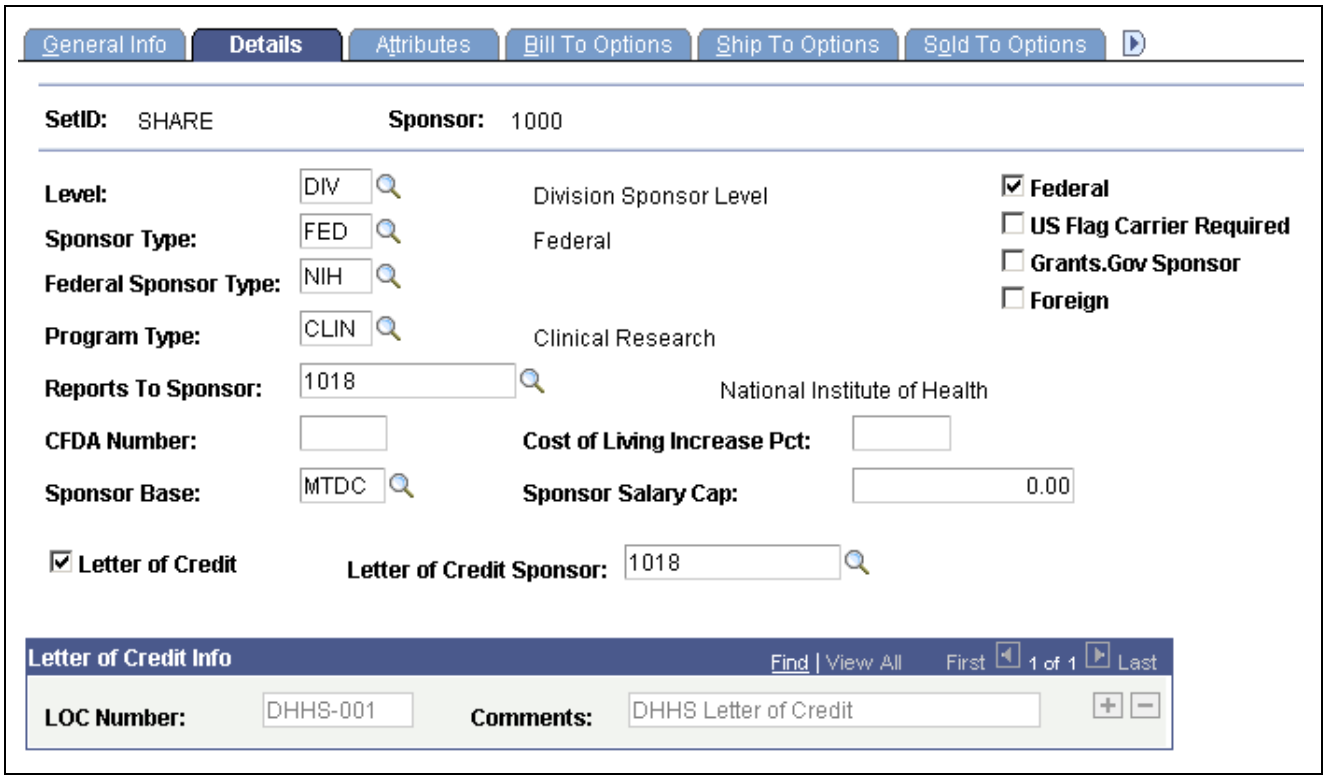
See Also

PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook, "Maintaining General Customer Information"

Creating Sponsor Details

Access the Sponsor - Details page.

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Sponsor - Details page

Federal Sponsor Type Select a federal sponsor type if you submit proposals to Grants.gov.

Grants.Gov Sponsor Select this check box if you submit proposals to Grants.gov.

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

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

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

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

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

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

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this sponsor. If total salary amount is more than the salary cap, the user receives a warning message.

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

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

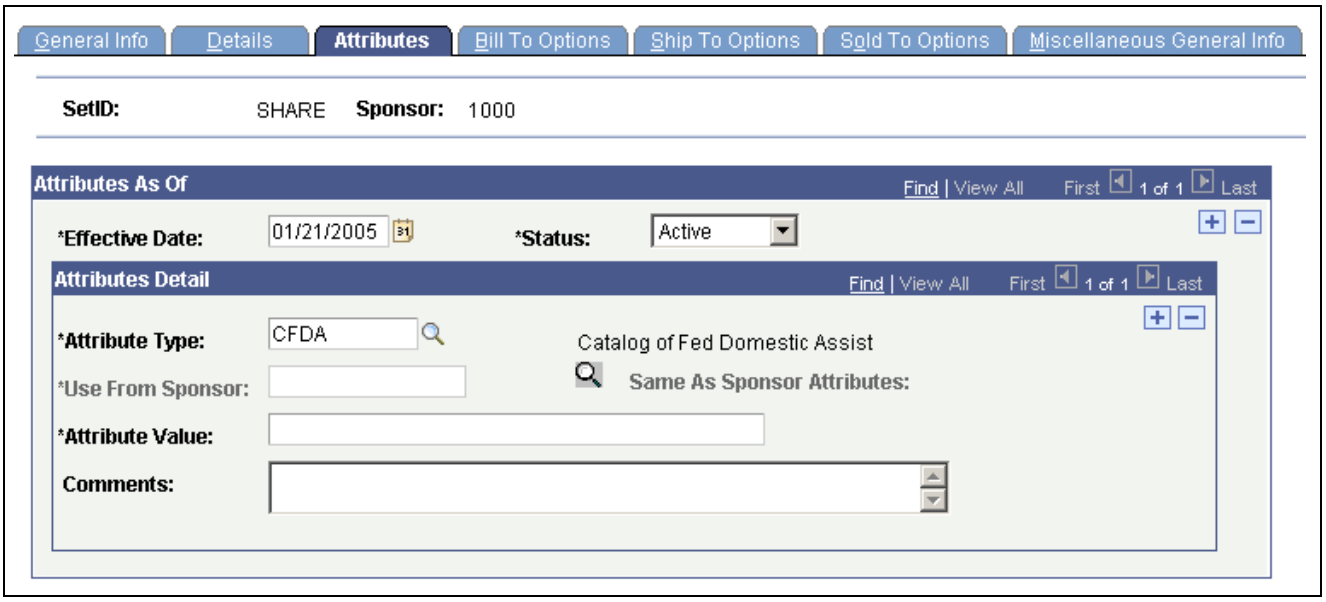
When you select the letter of credit sponsor, the system displays fields at the bottom of the page containing letter of credit information.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 79

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 PeopleSoft Grants.

To use another sponsor's attribute information:

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

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

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To use attribute information that is not from another sponsor:

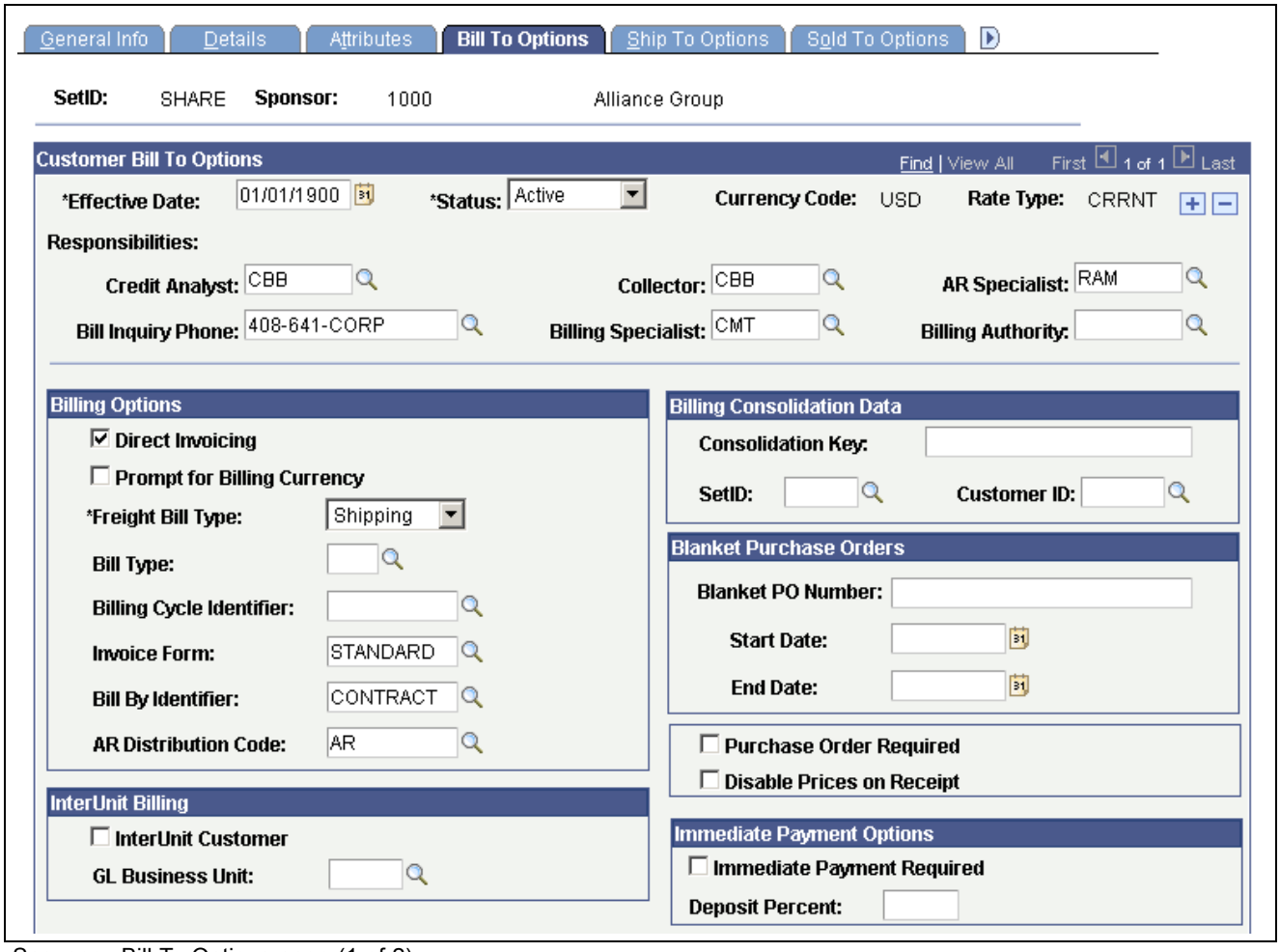
1. Select an attribute code other than *Same as Sponsor*.
2. Complete the Attribute Value and Comments fields.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 79

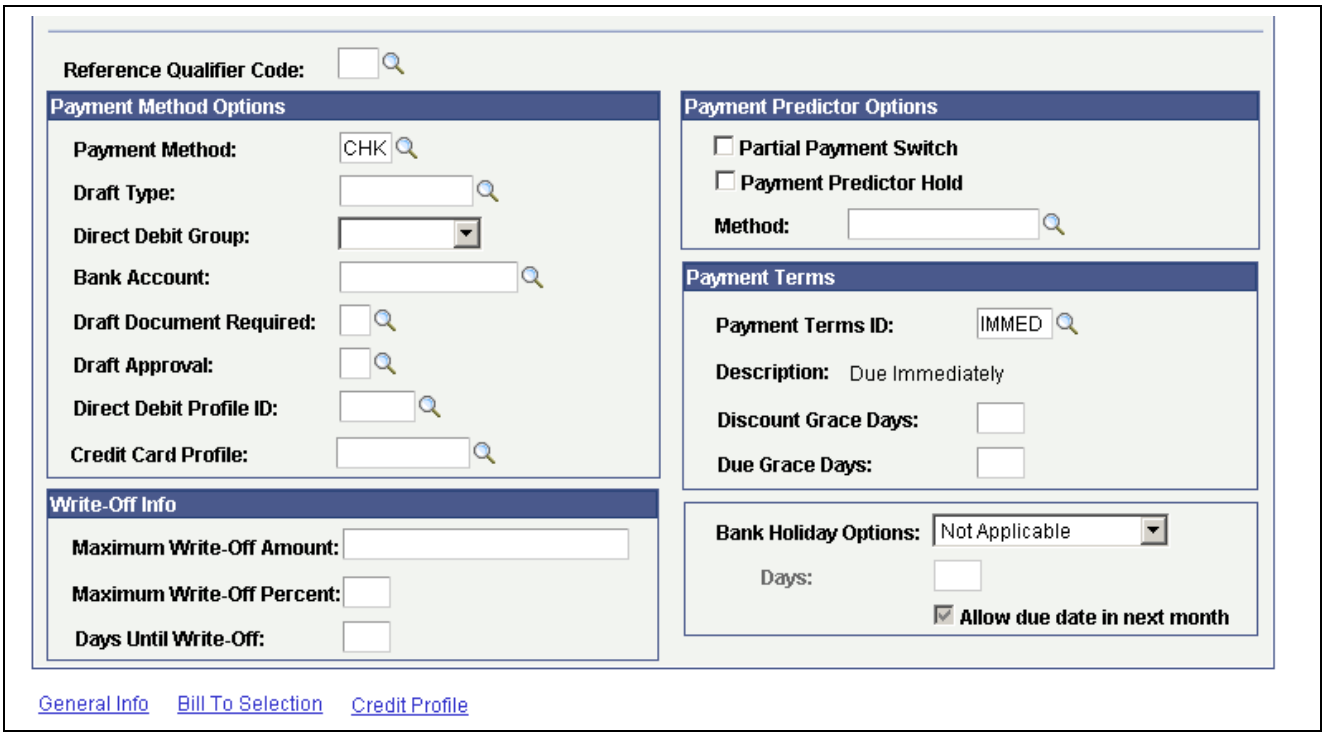
Establishing Bill To Options

Access the Sponsor - Bill To Options page.



Sponsor - Bill To Options page (1 of 2)

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Sponsor - Bill To Options page (2 of 2)

Instructions on establishing bill to options appear in the *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook.*

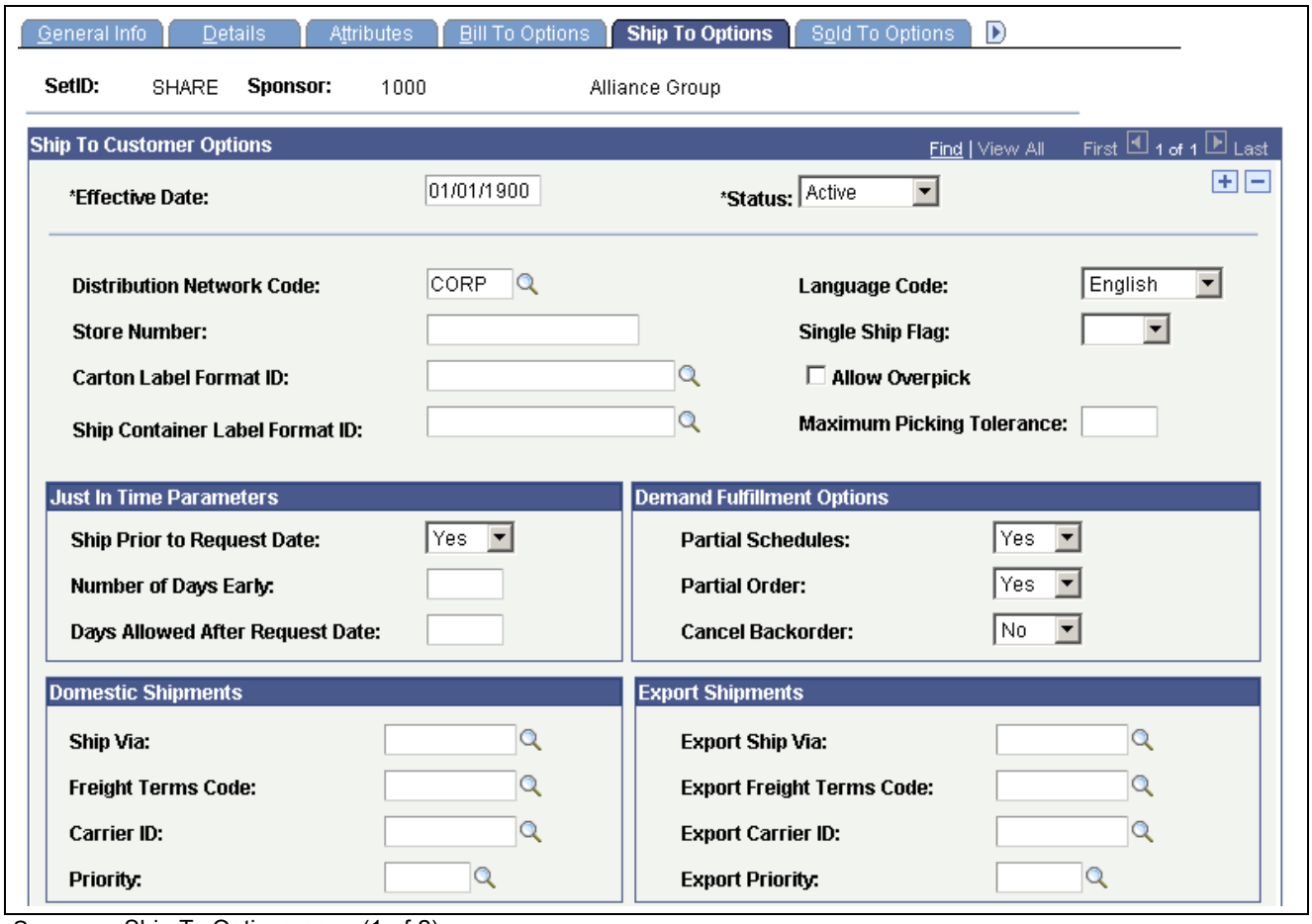
See Also

PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook, "Maintaining General Customer Information"

Establishing Ship To Billing Options

Access the Sponsor - Ship To Options page.

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Sponsor - Ship To Options page (1 of 2)



Sponsor - Ship To Options page (2 of 2)

Instructions on establishing ship to options appear in the *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook.*

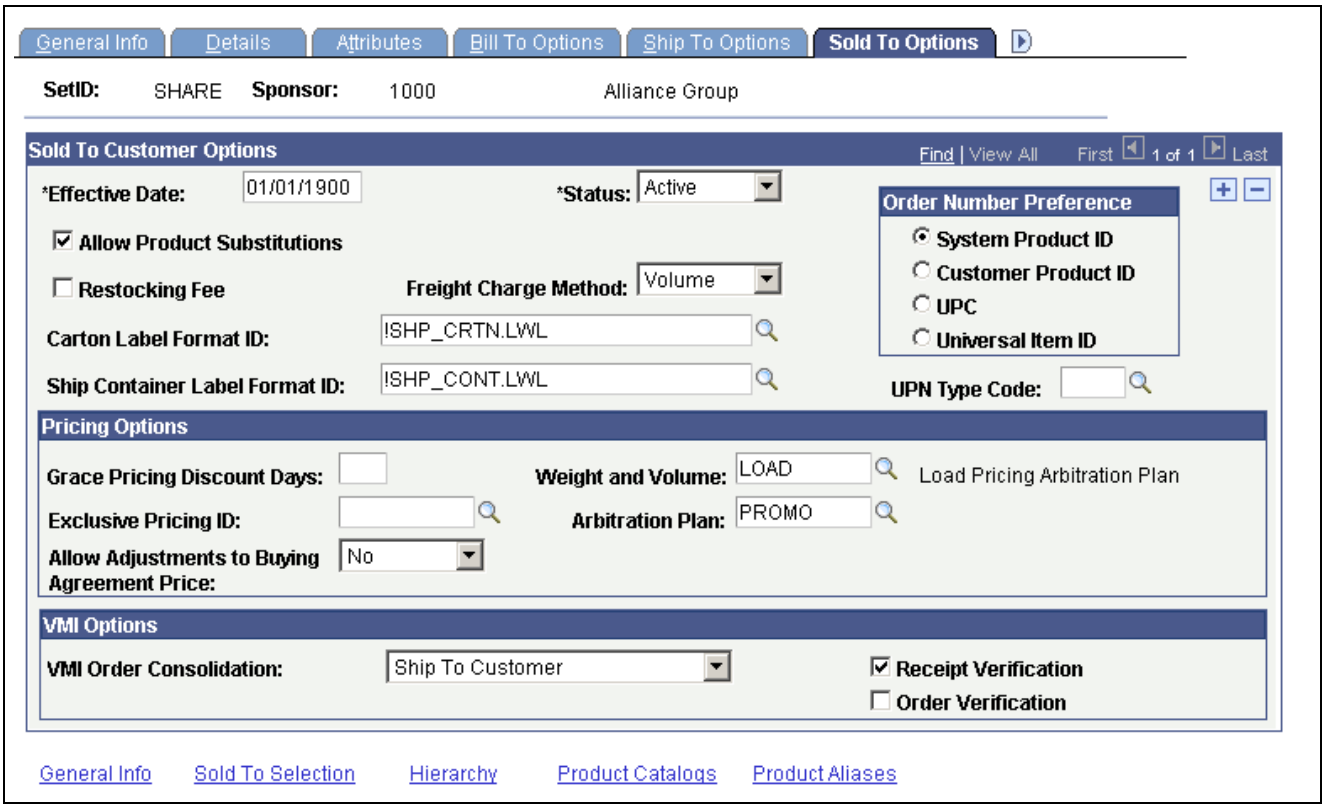
See Also

PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook, "Maintaining General Customer Information"

Establishing Sold To Billing Options

Access the Sponsor - Sold To Options page.

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Sponsor - Sold To Options page

Instructions on establishing sold to billing options appear in the *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook.*

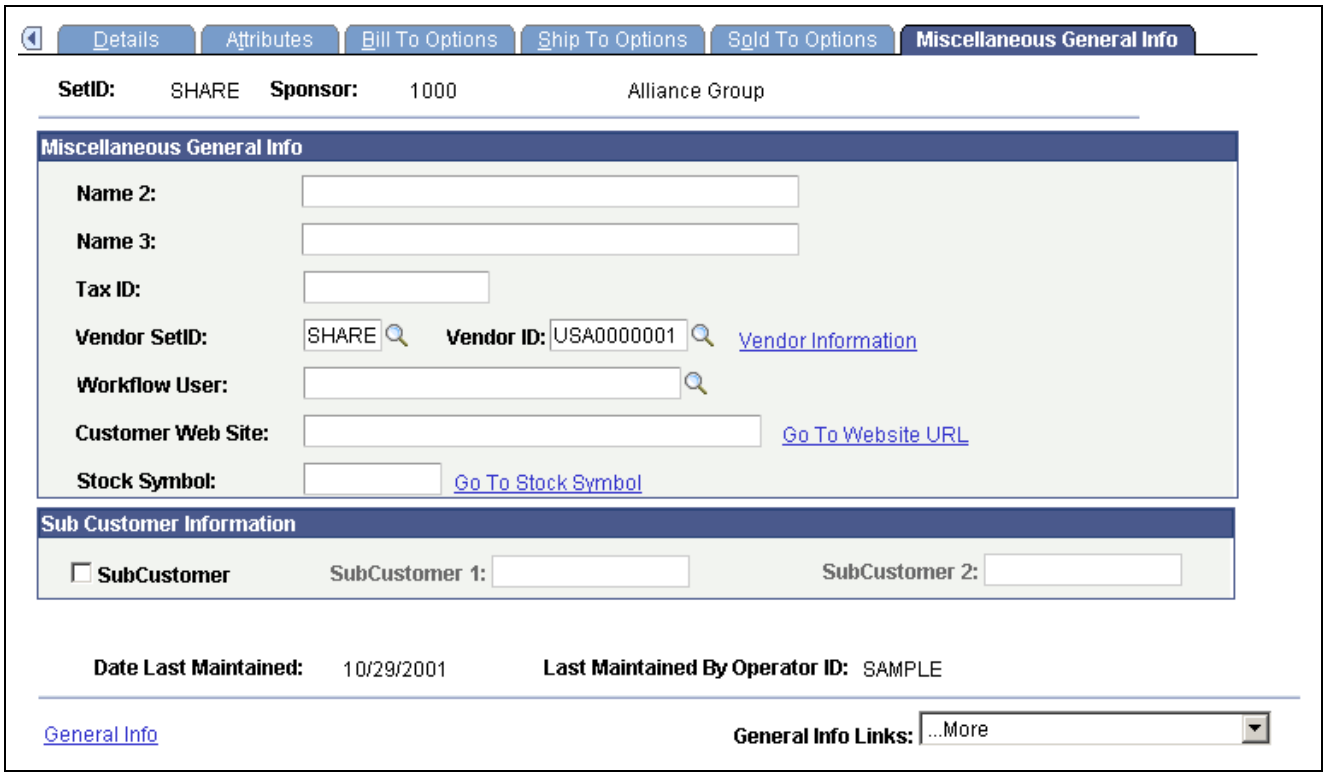
See Also

PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook, "Maintaining General Customer Information"

Entering Miscellaneous General Information

Access the Sponsor - Miscellaneous General Info page.

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Sponsor - Miscellaneous General Info page

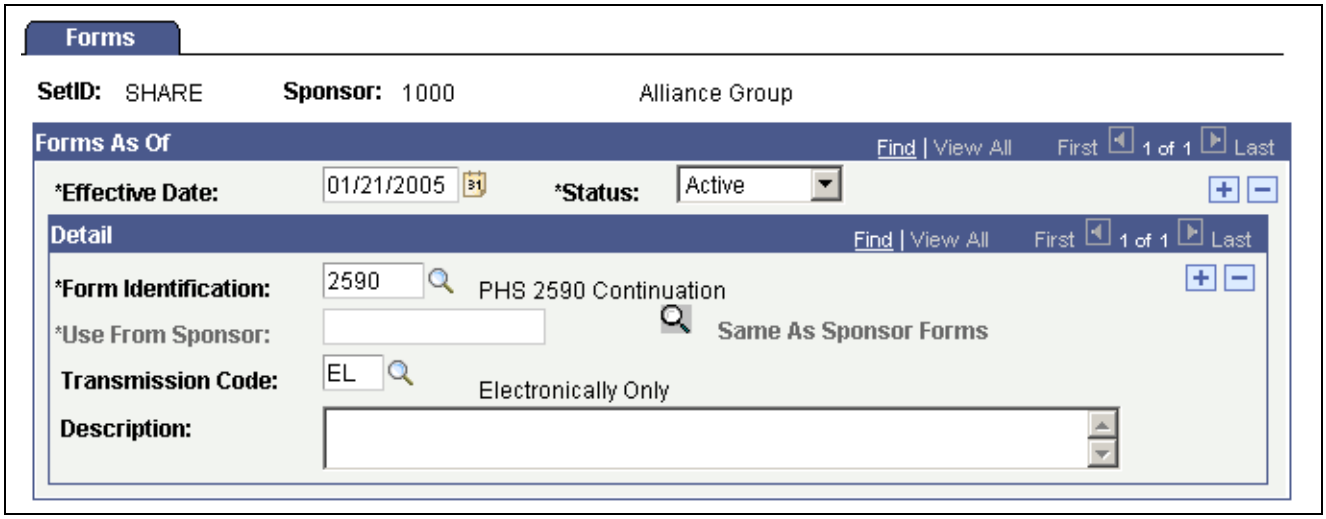
Instructions on establishing miscellaneous information appear in the *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook, "Maintaining General Customer Information"

Establishing Sponsor Forms

Access the Sponsor - Forms page.



Sponsor - Forms page

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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:

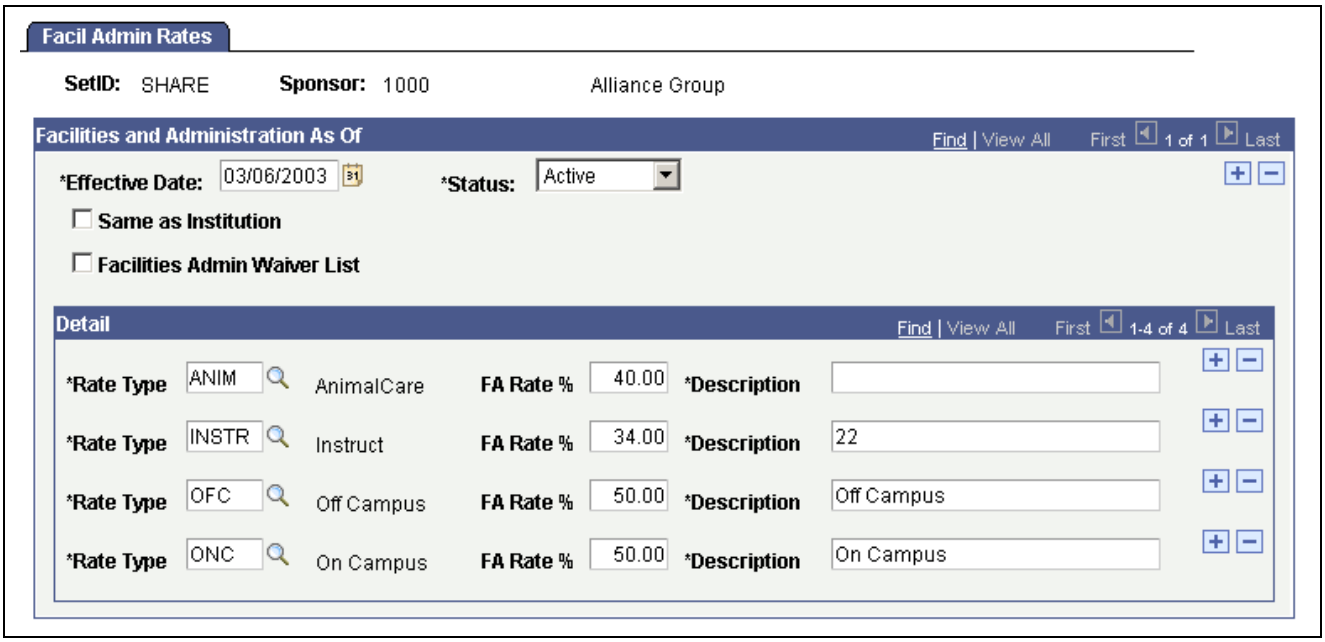
1. Select a form identification other than *Same As Sponsor*.
2. Select the method by which the form should be transmitted.
3. Enter a description.
4. To add more forms, insert a row and repeat steps 1 to 3.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 79

Establishing Sponsor F&A Rates

Access the Sponsor - Facil Admin Rates page.



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.

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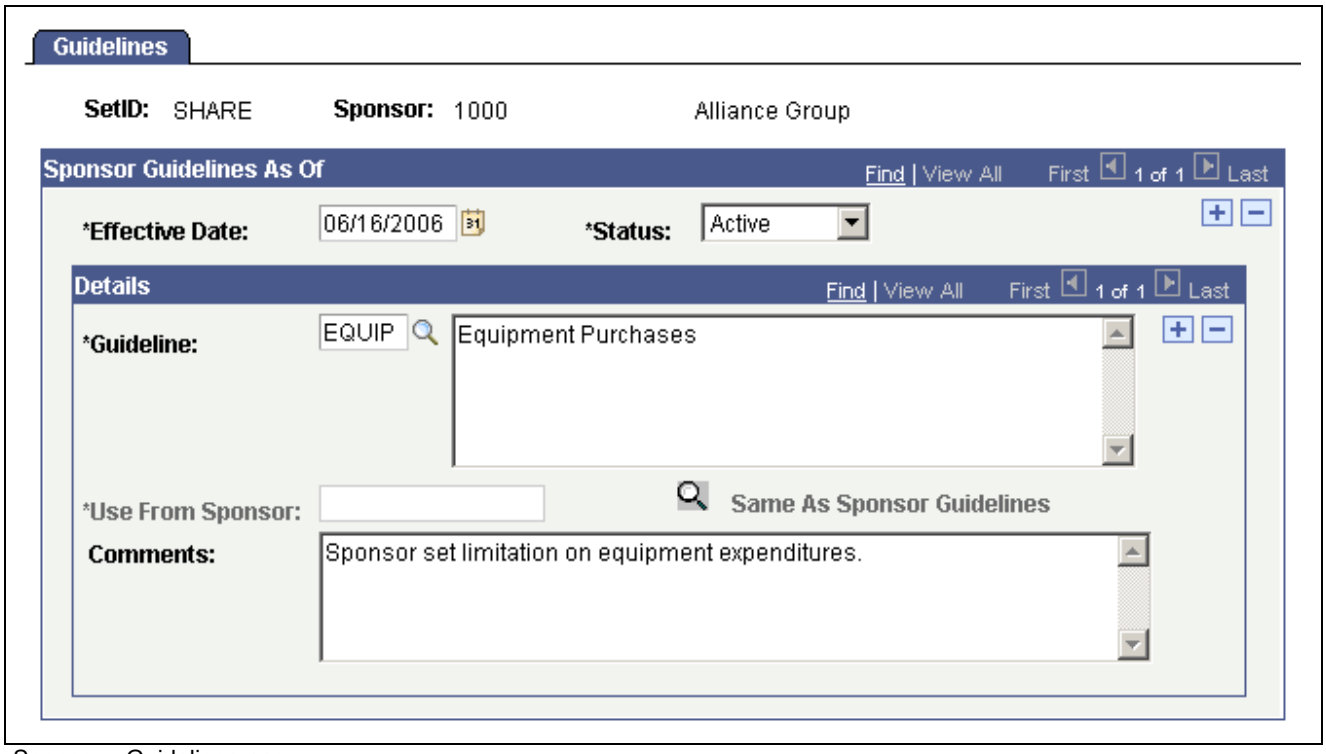
Facilities Admin Waiver List (facilities administration waiver list) and **Waiver Reason**	Select this check box if the sponsor is on an F&A waiver list, and then enter a waiver reason. PeopleSoft Grants uses the rates for budgeting purposes. The Waiver Reason field does not appear until you select the Facilities Admin Waiver List check box.
Rate Type, FA Rate % (facilities and administration rate percentage), and **Description**	Enter an F&A rate percentage and description for each F&A rate type that you add.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 70

Establishing Sponsor Guidelines

Access the Sponsor - Guidelines page.



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*.

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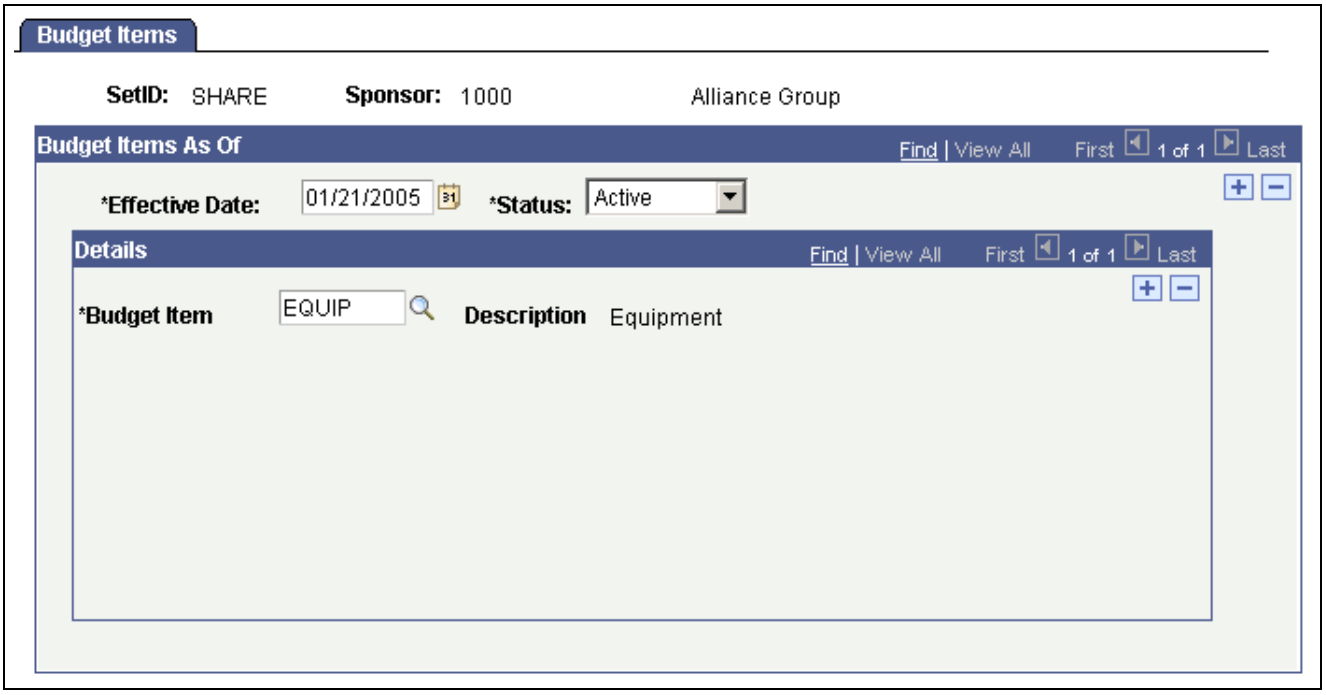
2. Enter a description.
3. To add more guidelines, insert a row and repeat steps 1 and 3.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 79

Establishing Sponsor Budget Items

Access the Sponsor - Budget Items page.



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 of the budget items that are defined in the budget item control table available for selection.

Budget Item

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

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

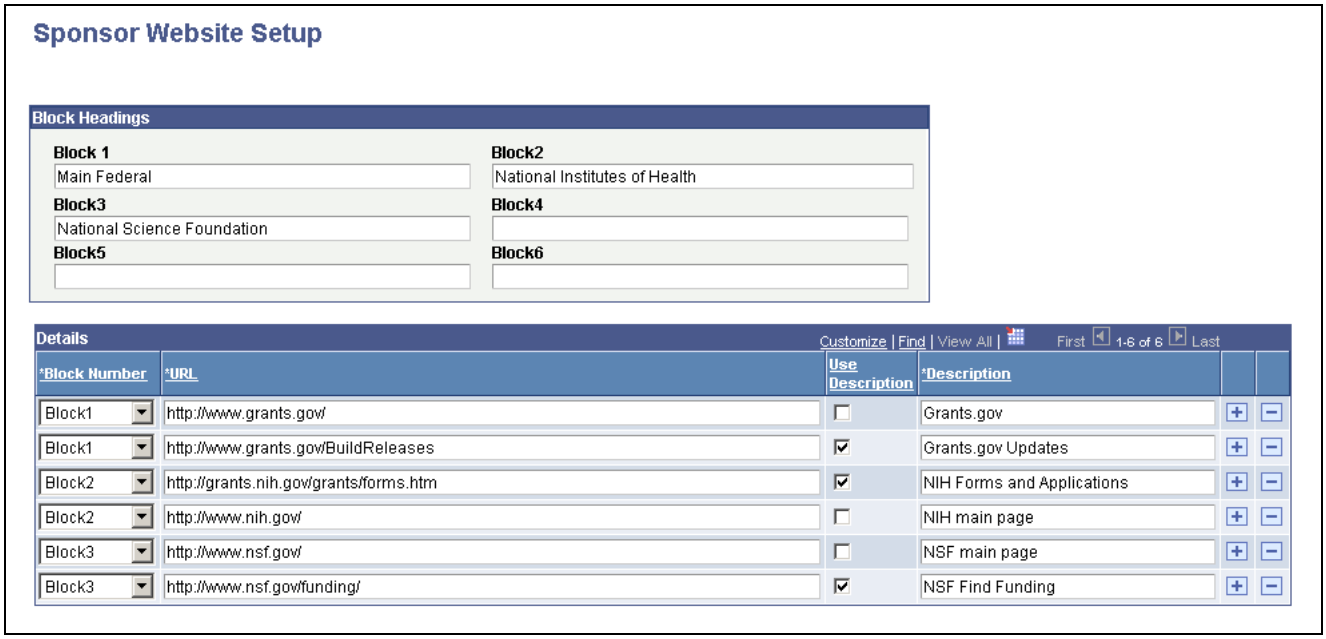
See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 70

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Setting Up Sponsor Website Links

Access the Sponsor Website Setup page



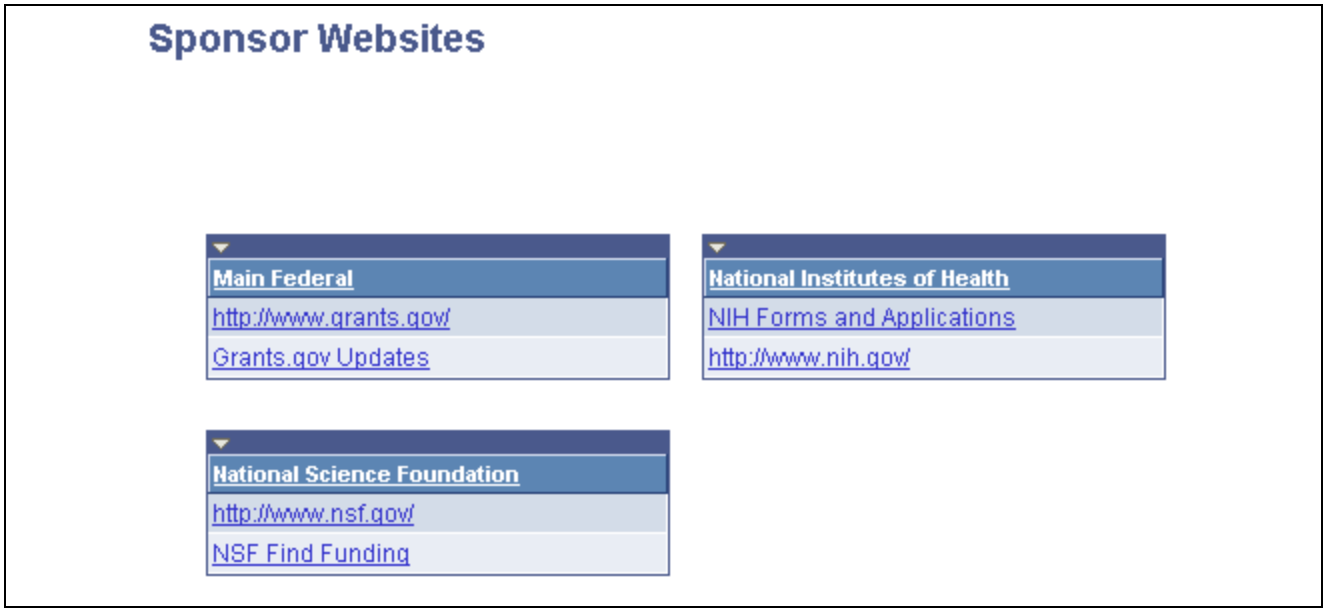
Sponsor Website Setup page

Organize sponsor website links by defining up to six custom block headings and adding links to the respective blocks.

Use Description Select if you want the description to display on the Sponsor Websites page instead of the URL.

Viewing and Using Sponsor Websites

Access the Sponsor Websites page.



Sponsor Websites page

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Displays the sponsor links defined on the Sponsor Website Setup page. You can use the links to access sponsor web sites. Only blocks that contain a URL display.

Setting Up and Maintaining Professional Data

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

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

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

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

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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.

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

See Also

Appendix E, "PeopleSoft Grants Reports and Forms," PeopleSoft Grants Reports and Forms: A to Z, page 411

Prerequisite

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

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Professional Controls, page 85

Chapter 13, "Understanding Integrating PeopleSoft Grants with Other Applications," PeopleSoft Human Resources Management, page 385

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.

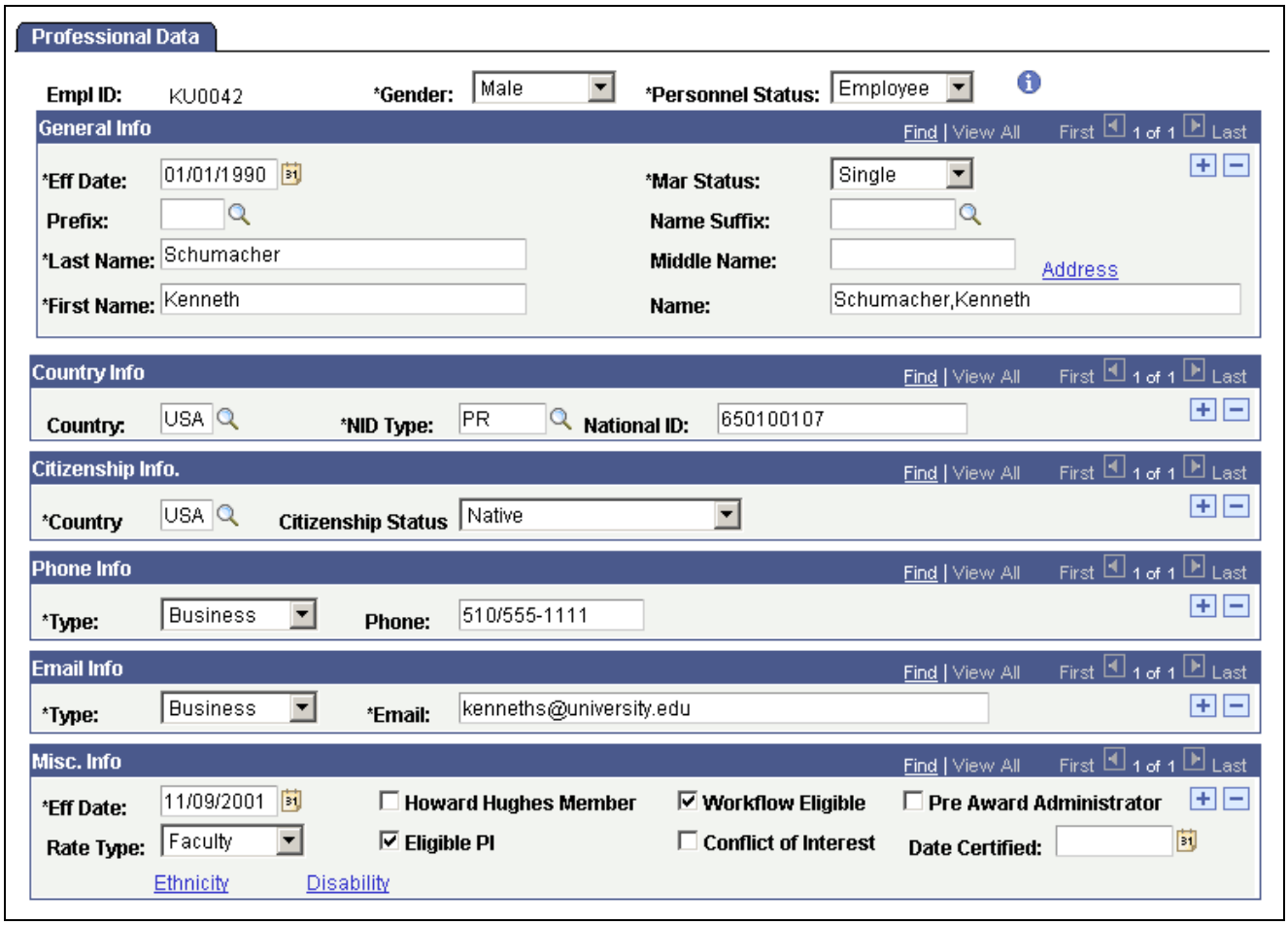
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Page Name	Object Name	Navigation	Usage
Education	GM_PERS_EDUCATION	Grants, Professionals, Education	Enter educational information about a professional, such as degrees earned, grade point average, majors, and schools.
Work Experience	GM_PERS_WORK_EXP	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.
Key Words	GM_PERS_KEYWORD	Grants, Professionals, Key Words	Associate key words that are contained in the key word control table with individual professionals.
Languages	LANGUAGES_NTR	Grants, Professionals, Languages	Track the language competencies of professionals.
Licenses/Certifications	GM_LIC_CERTS	Grants, Professionals, Licenses/Certifications	Track the licenses and certifications of professionals.
Memberships	GM_MEMBERSHIPS	Grants, Professionals, Memberships	Associate relevant memberships and associations with professionals.
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.

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Professional Data page

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

Enter professional personal information for new or existing employees.

Empl ID (employee ID) When you add a new employee to the system, you must provide an employee ID. The system does not assign a new ID.

Gender Select the gender of the professional whom you are adding to the system. The default value is *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.

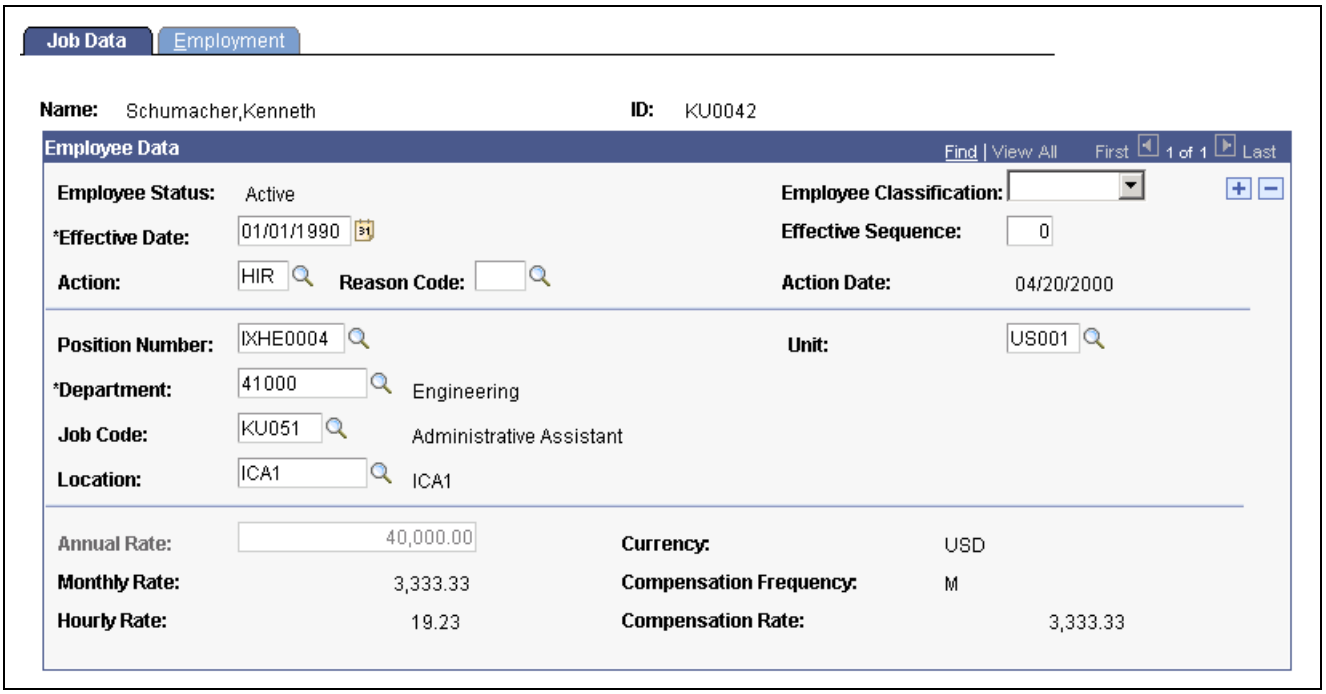
Mar Status (marital status) Select the marital status of the professional whom you are adding to the system. The default value is *Single* when you add a new employee to the system.

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NID Type (national identity type)	Select the person's national identity type. In the United States, this is the person's social security number.
Eligible PI (eligible principal investigator) and **Howard Hughes Member**	Select the check boxes that apply. These are PeopleSoft Grants-specific fields that are maintained entirely on the PeopleSoft Grants table through the Professional Data page.
Workflow Eligible	Select 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.
Pre Award Administrator	Select this check box to make the person the primary contact during proposal preparation.
Ethnicity	Click to select the person's ethnic background or affiliation
Conflict of Interest and **Date Certified**	If you select the Conflict of Interest check box, select the date of any available certification that you obtained to cover the conflicts.

Storing Professional Job and Employment Data

Access the Job Data page.



Job Data page

Enter all the employee's job and compensation data. Most job data comes from an interface with the human resources database, so you don't have to set it up again in PeopleSoft Grants.

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

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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.*

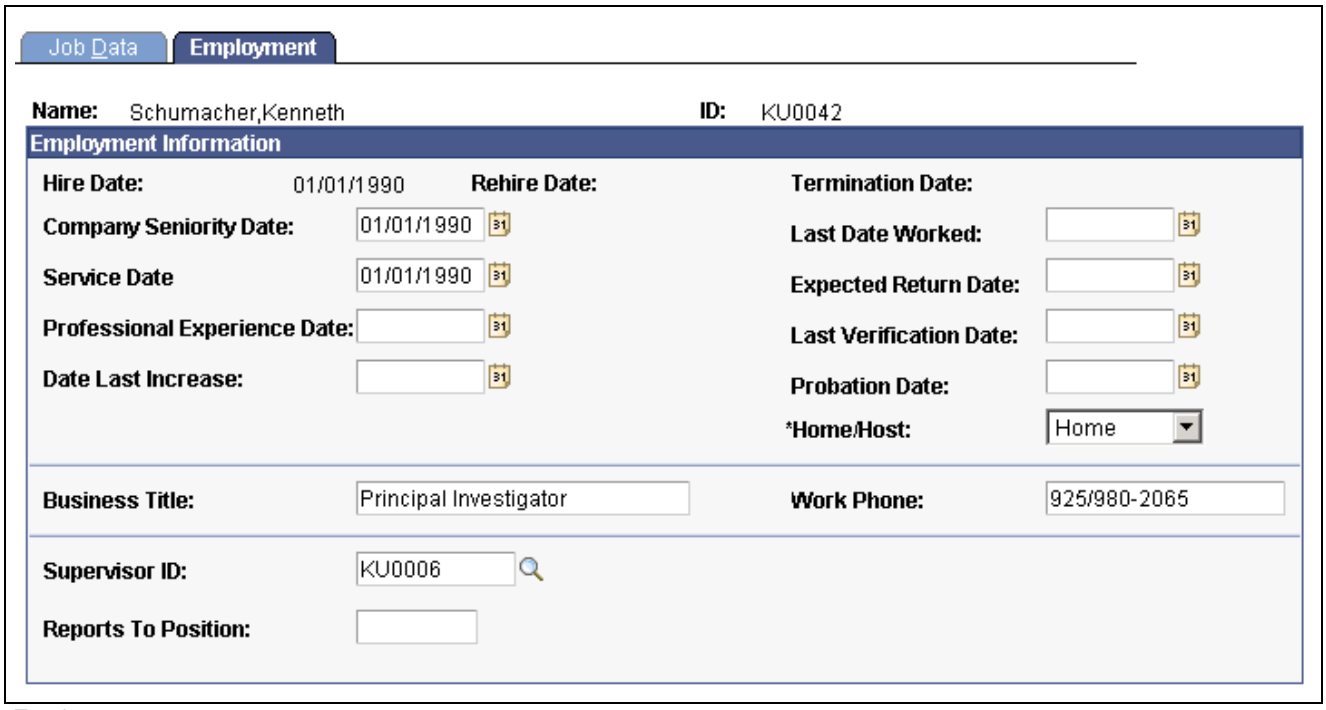
Associated with each action is a list of codes that explains the reason for taking the action. Select a reason code.

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.



Employment page

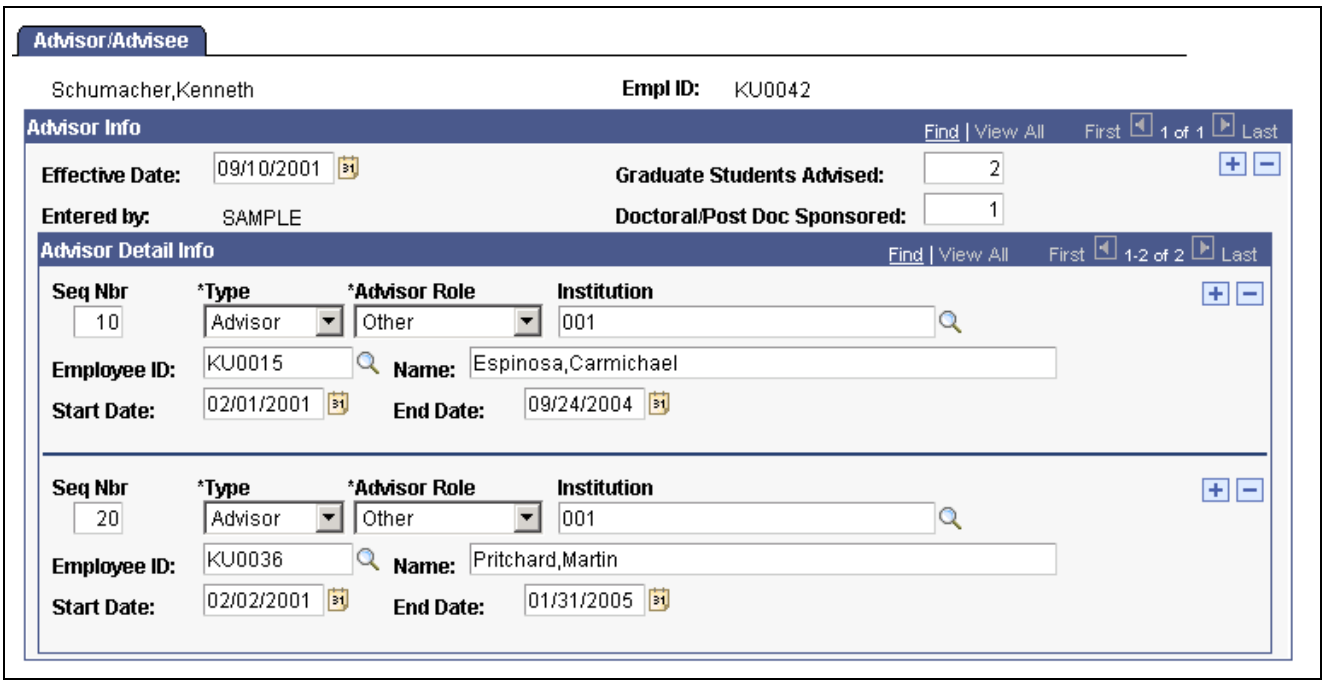
Enter all of the employee's employment information. Nearly all employment data comes from an interface with the human resources database, so you don't have to set it up again in PeopleSoft Grants.

Complete any information that is applicable to the employee.

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Establishing Professional Advisors and Advisees

Access the Advisor/Advisee page.



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.

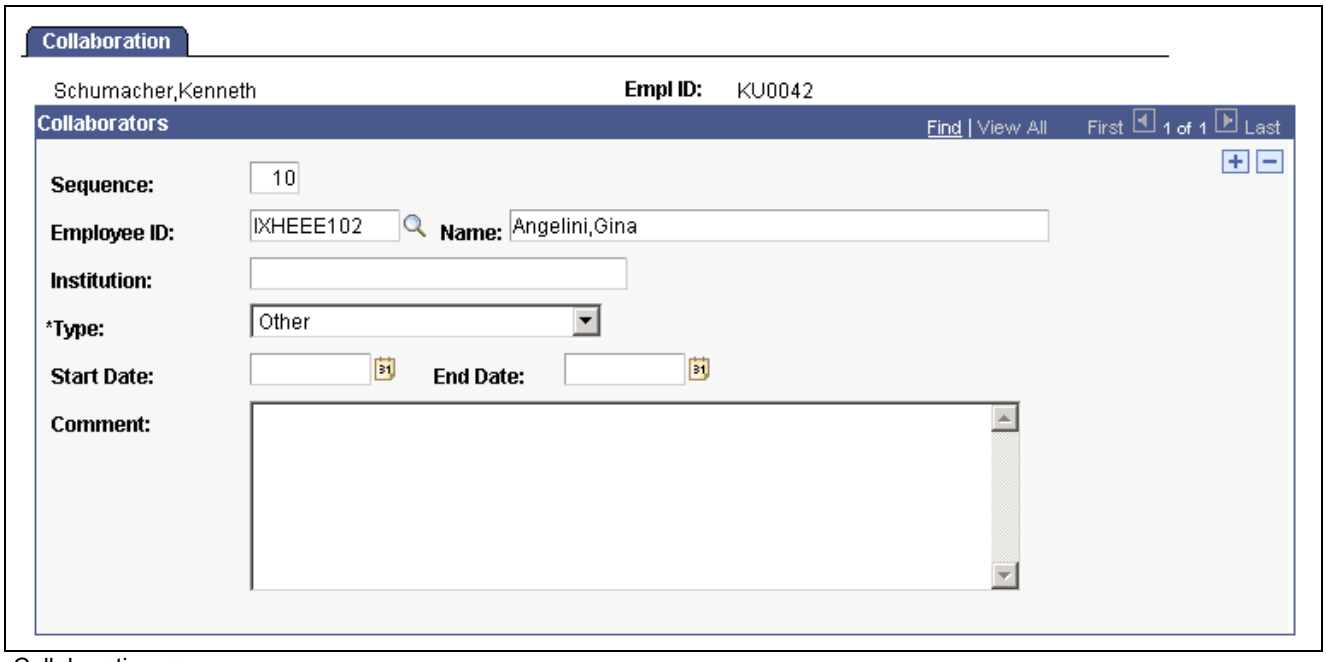
Advisor Role — Select the item that best describes the advisor role. Values are *Academic, Doctoral/Postdoctoral, Graduate Student, Other,* and *Research.*

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.

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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 we deliver with the system.

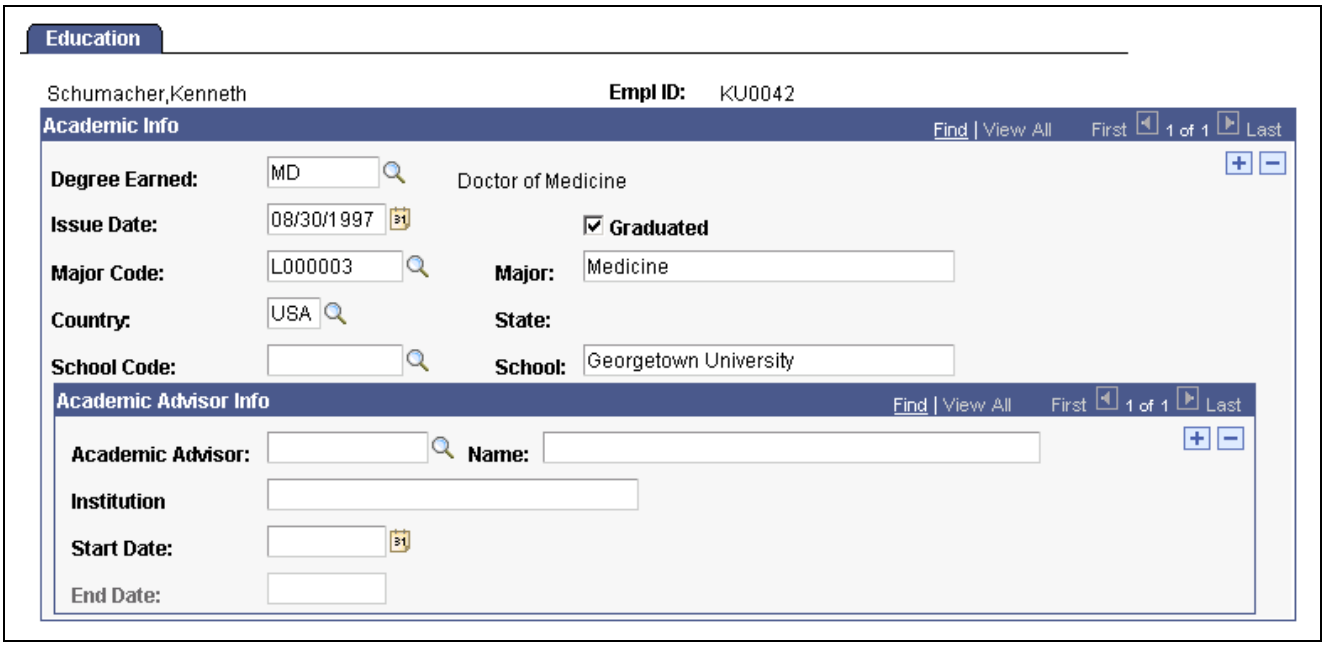
Type Select the type of collaboration. Values are *Article, Book, Paper, Patent, Proposal, Report, Research,* and *Software System.*

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.

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Education page

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

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

Graduated Select to designate whether the individual graduated.

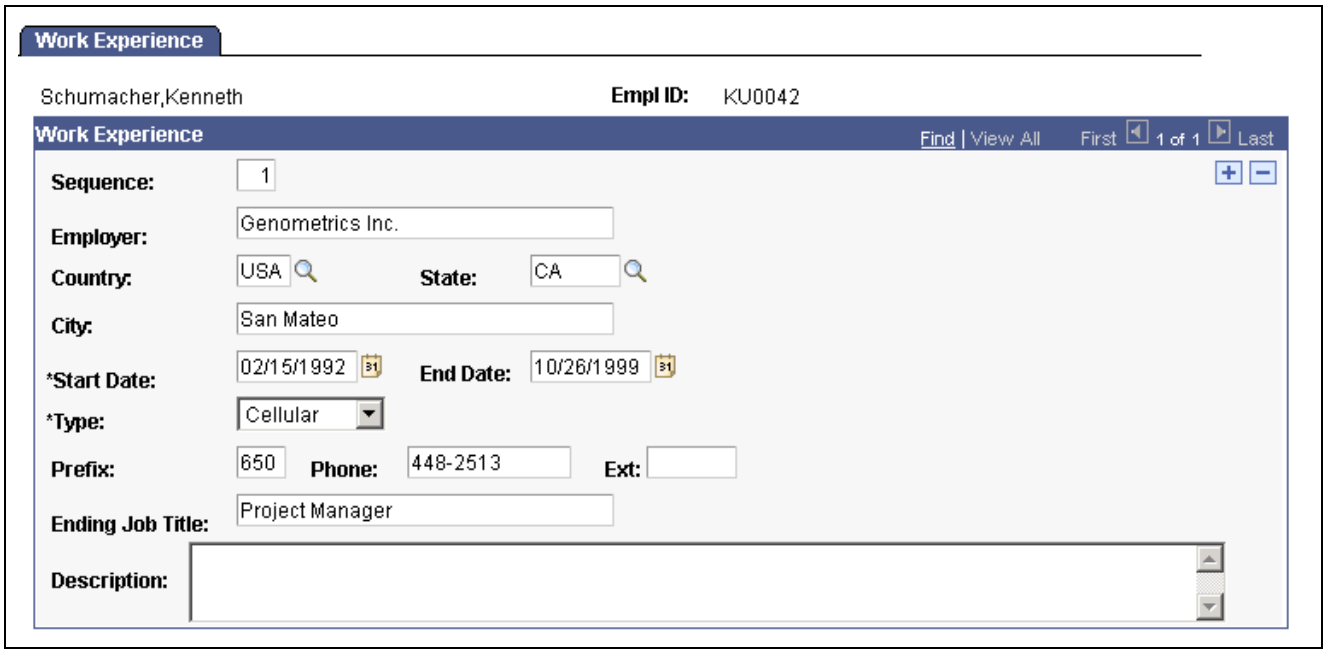
School If no values are available to select from in the School Code field, enter the name of the school that the professional attended.

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

Establishing Professional Experience

Access the Work Experience page.

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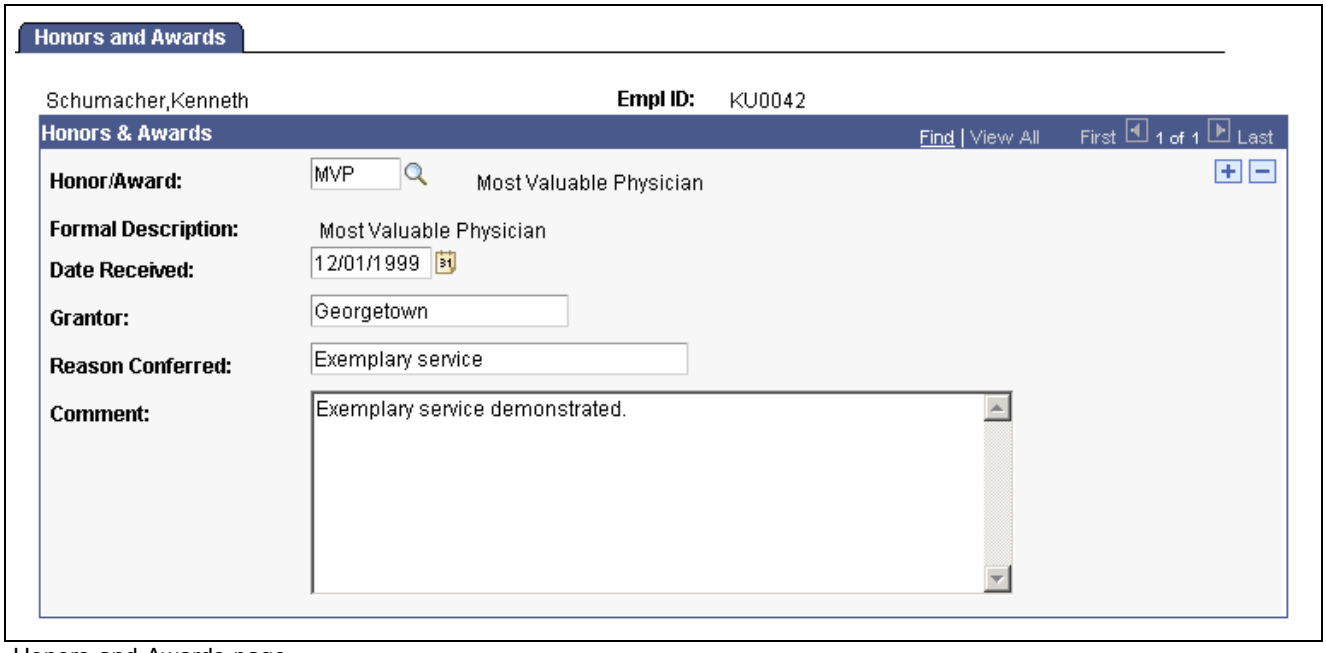


Work Experience page

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 page

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

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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.

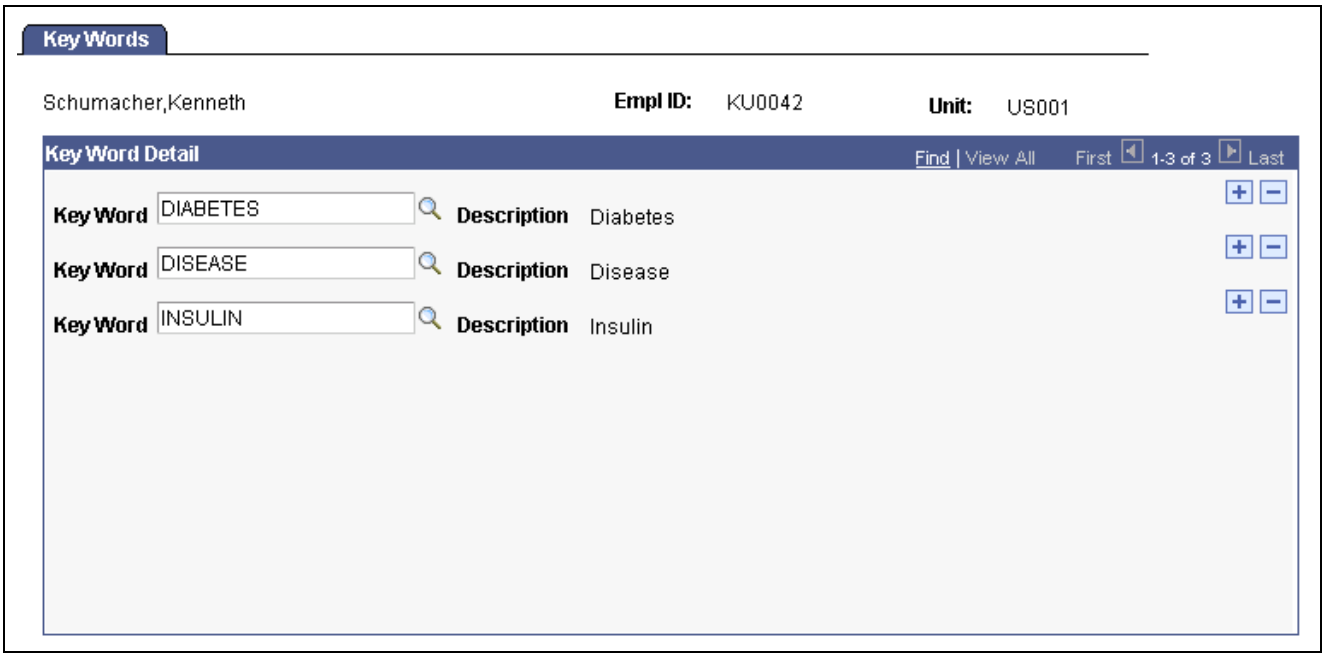
Grantor, Reason Conferred, and **Comment** Enter the person or institution that granted the honor or award, the reason that it was conferred, and any comments.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Professional Controls, page 85

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.

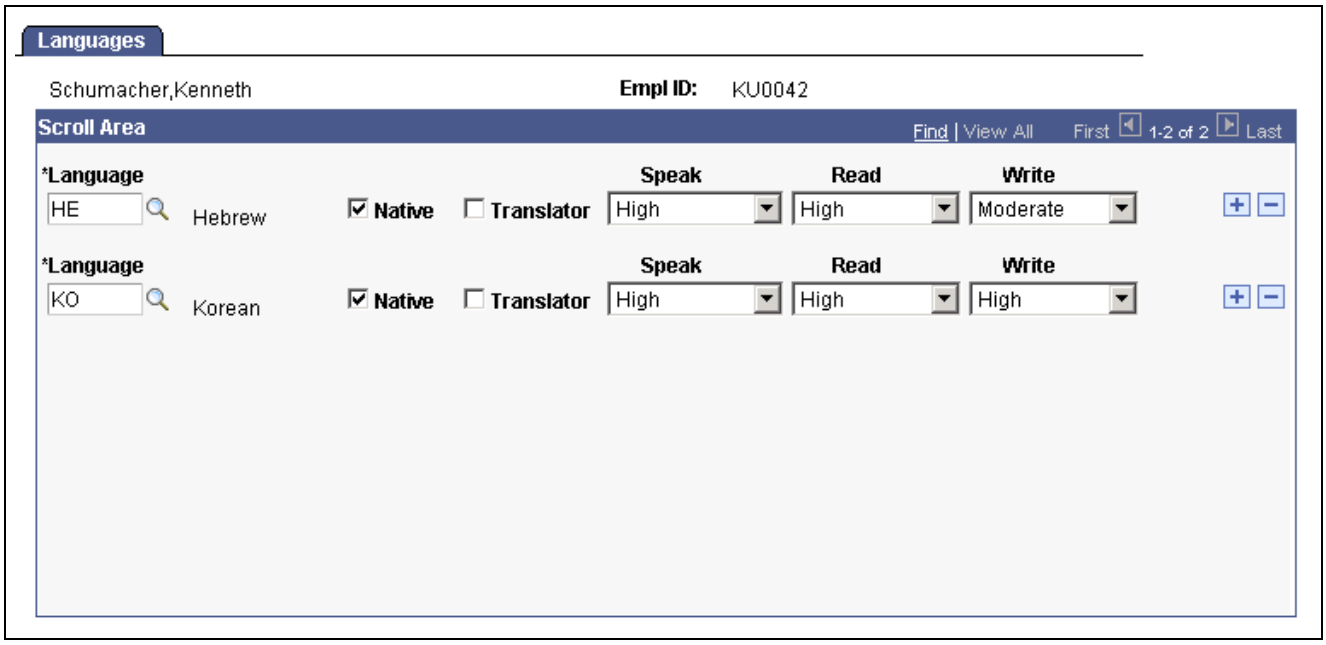
See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Proposal Controls, page 88

Establishing Professional Language Proficiency

Access the Languages page.

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Languages page

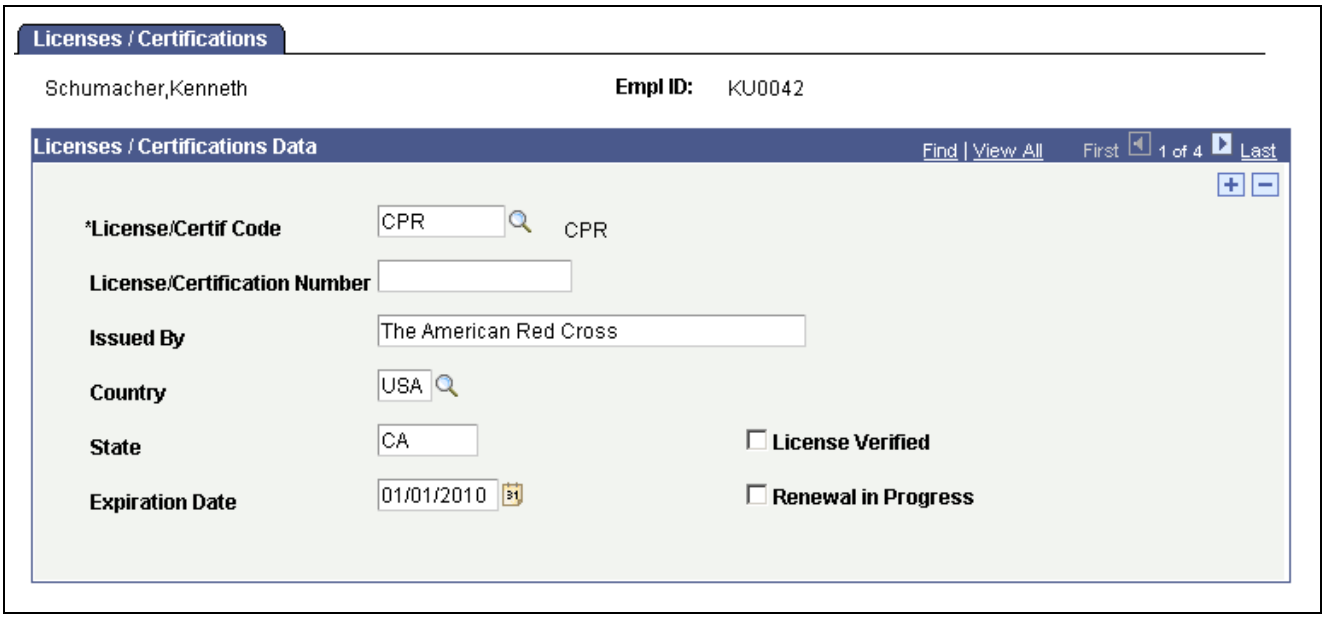
Select as many languages as necessary to describe a professional's linguistic competencies, and then specify the level of competency for speaking, reading, and writing each language.

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 Licenses and Certifications

Access the Licenses/Certifications page

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Licenses/Certifications page

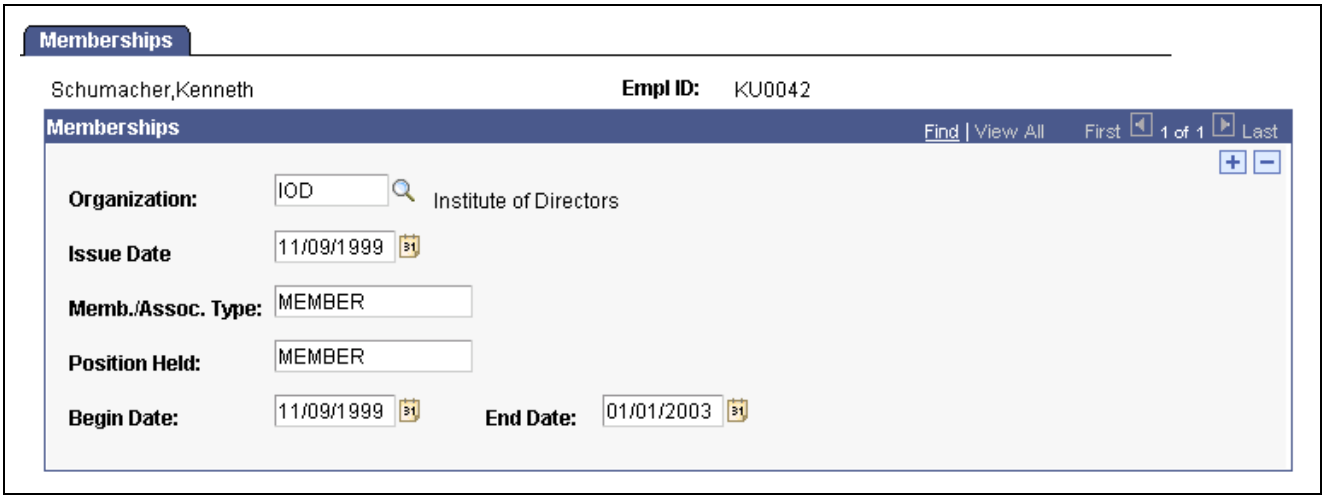
License/Certif Code Select a license or certification code from the list. You must first establish the values for this field in the Memberships Associations control table during setup.

License Verified Select to indicate you have verified the license.

Renewal in Progress Select to indicate the professional is renewing the license or certificate.

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.

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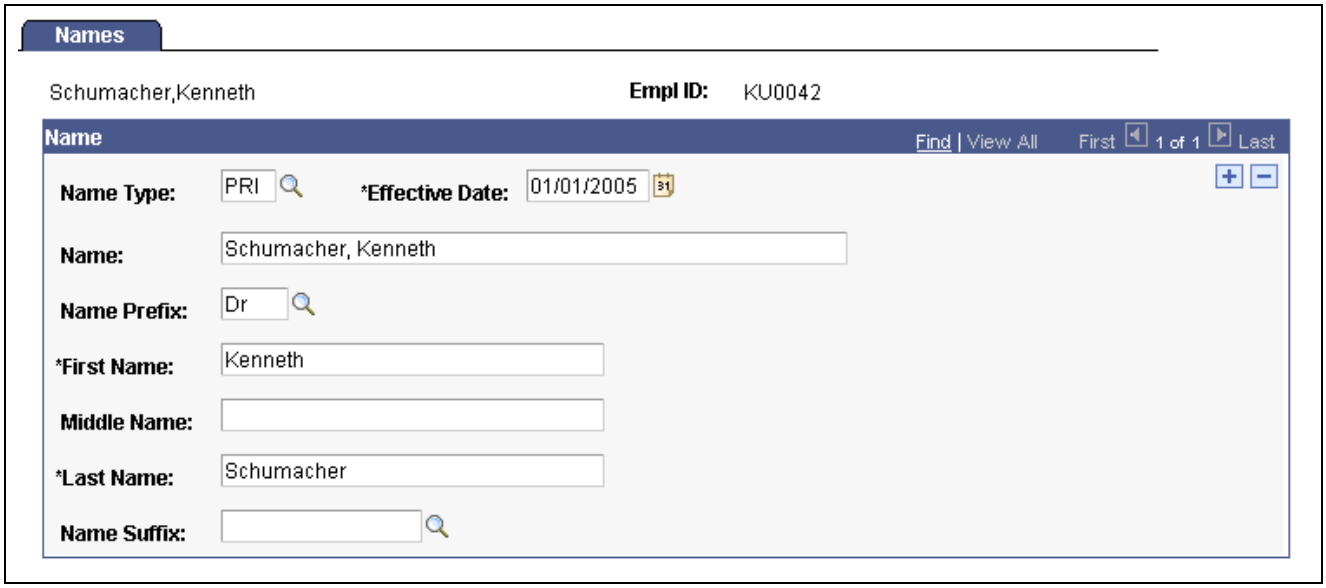
Memb./Assoc. Type (membership or association type)	Enter the type of membership or association, such as *Honorary Member*.
Position Held	Enter the position that the professional held with the organization. Professionals may have multiple associations, memberships, and positions within the organizations.
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 PeopleSoft Grants," Establishing Professional Controls, page 85

Establishing Professional Names

Access the Names page.



Names page

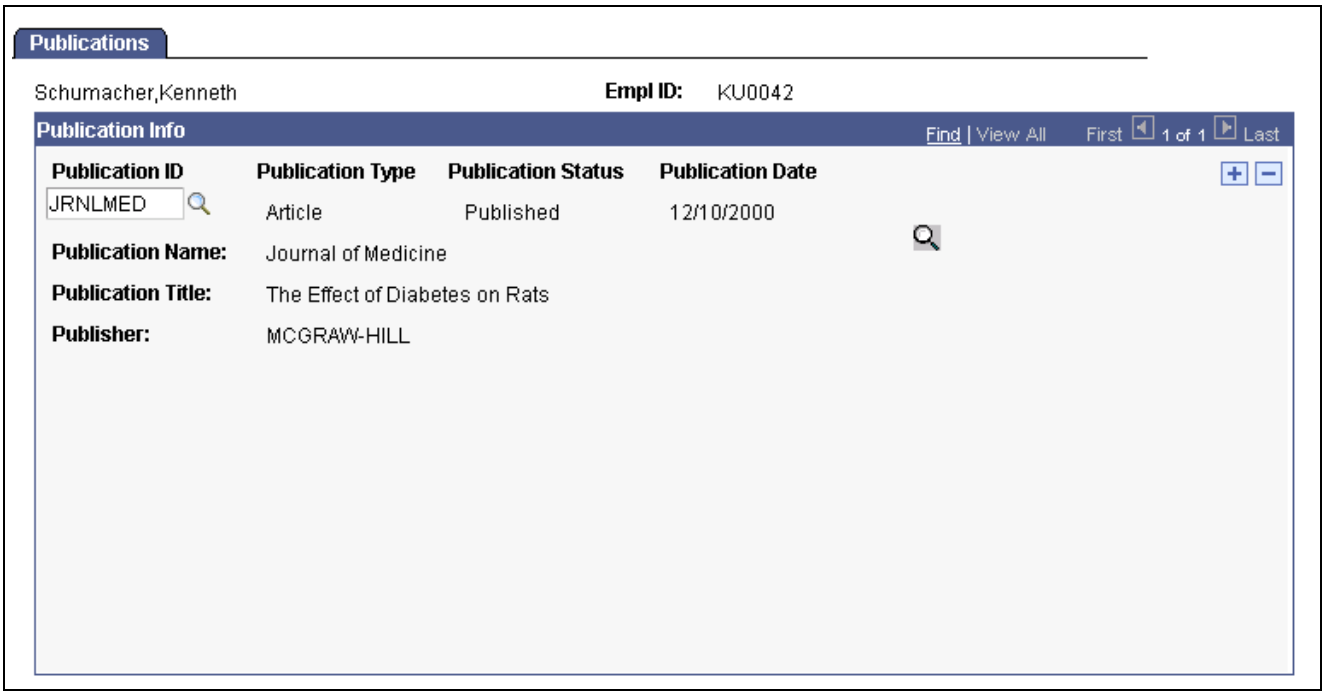
A professional's primary name is stored on the Professional Data page. The name that a professional prefers to use on a proposal may not match the professional's name in the human resources database. Use this page to enter the name that should appear on the proposal.

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.

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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 PeopleSoft Grants," Establishing Professional Controls, page 85

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.

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- 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 PeopleSoft Grants-specific data using the PeopleSoft Grants subrecipient pages.

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

This information includes:

- Identifying information that 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 9.0 PeopleBook, "Maintaining Vendor Information"

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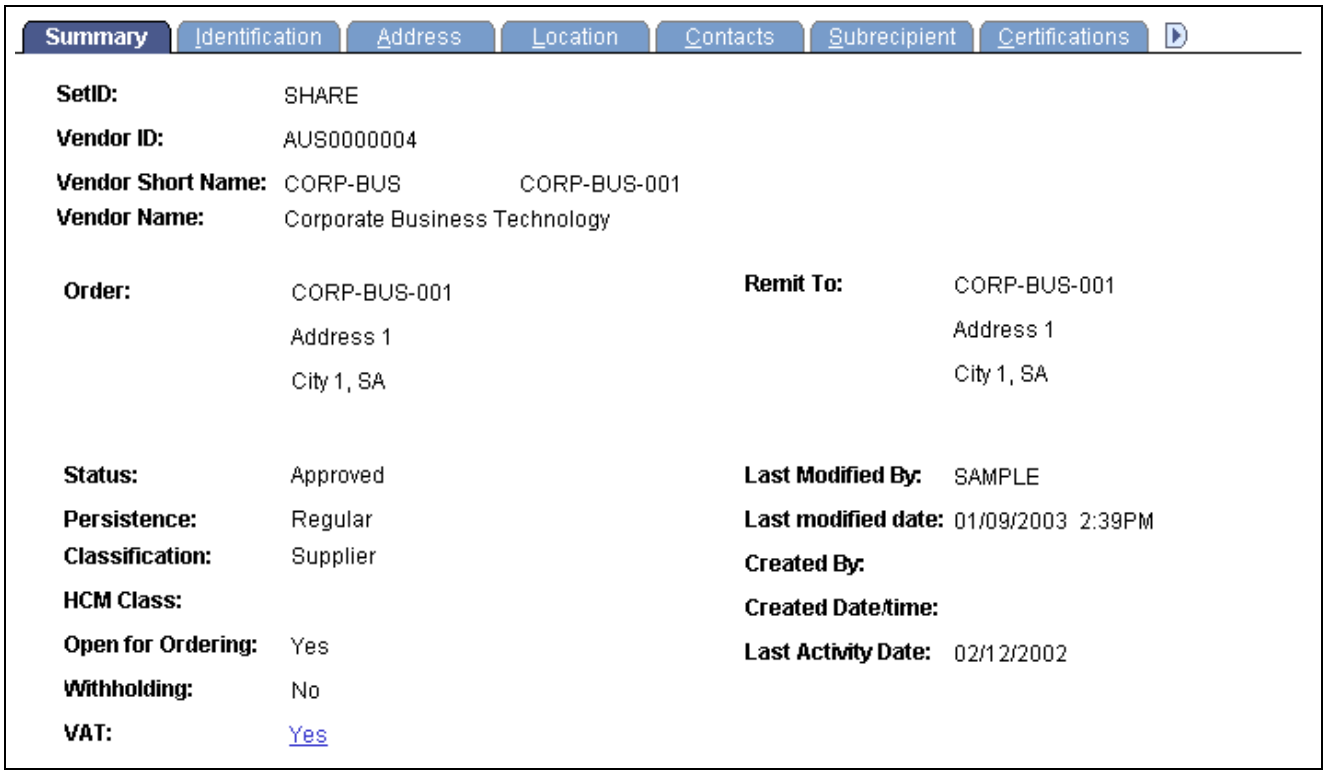
Pages Used to Maintain Subrecipients

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.

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Subrecipient - Summary page

Instructions on viewing subrecipient summary information appear in the *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*

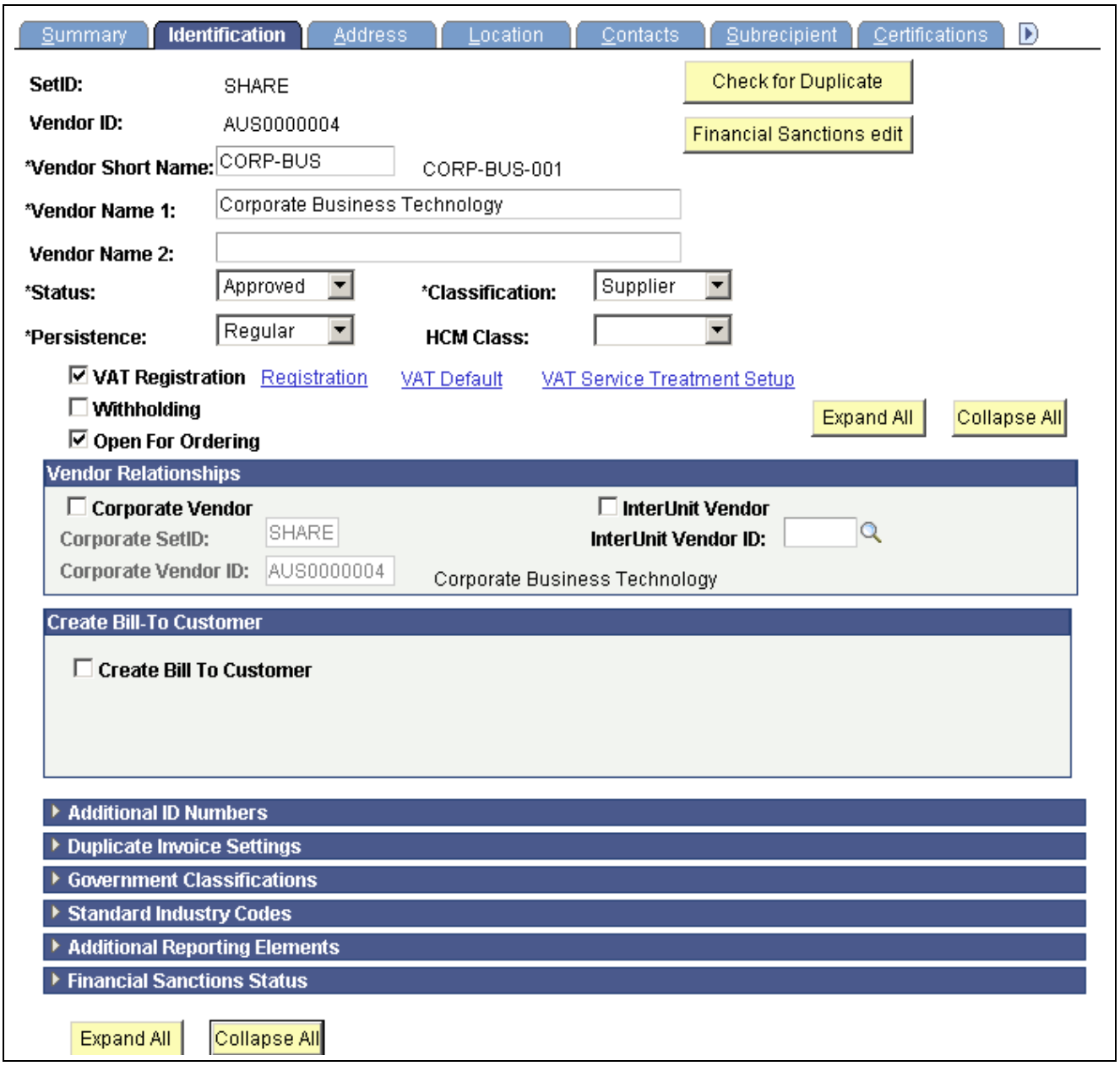
See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information"

Maintaining Subrecipient Identifying Information

Access the Subrecipient - Identification page.

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Subrecipient - Identification page

Instructions on establishing subrecipient identifying information appear in the *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*

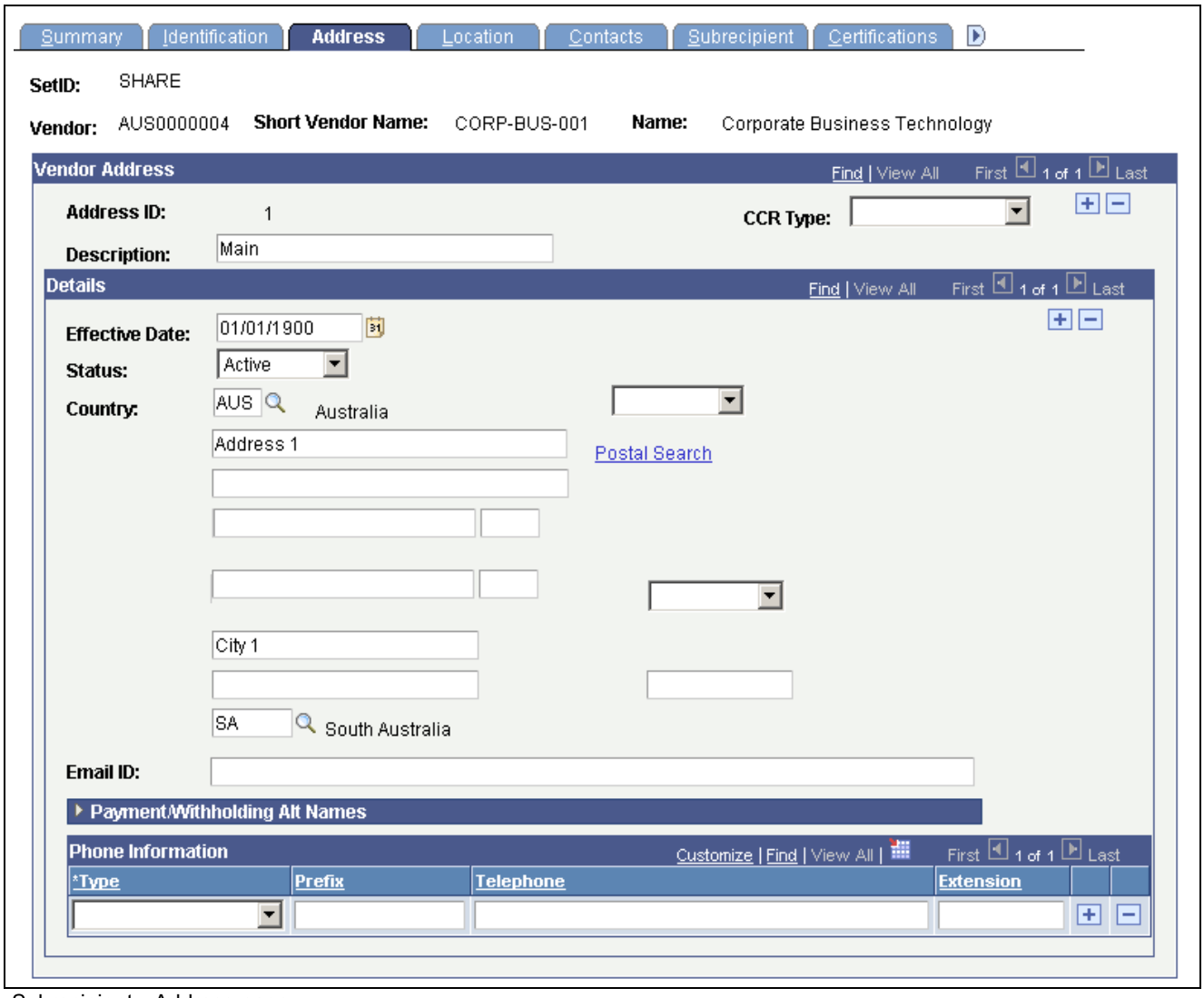
See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Maintaining Subrecipient Addresses

Access the Subrecipient - Address page.

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Subrecipient - Address page

Instructions on entering subrecipient addresses appear in the *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*

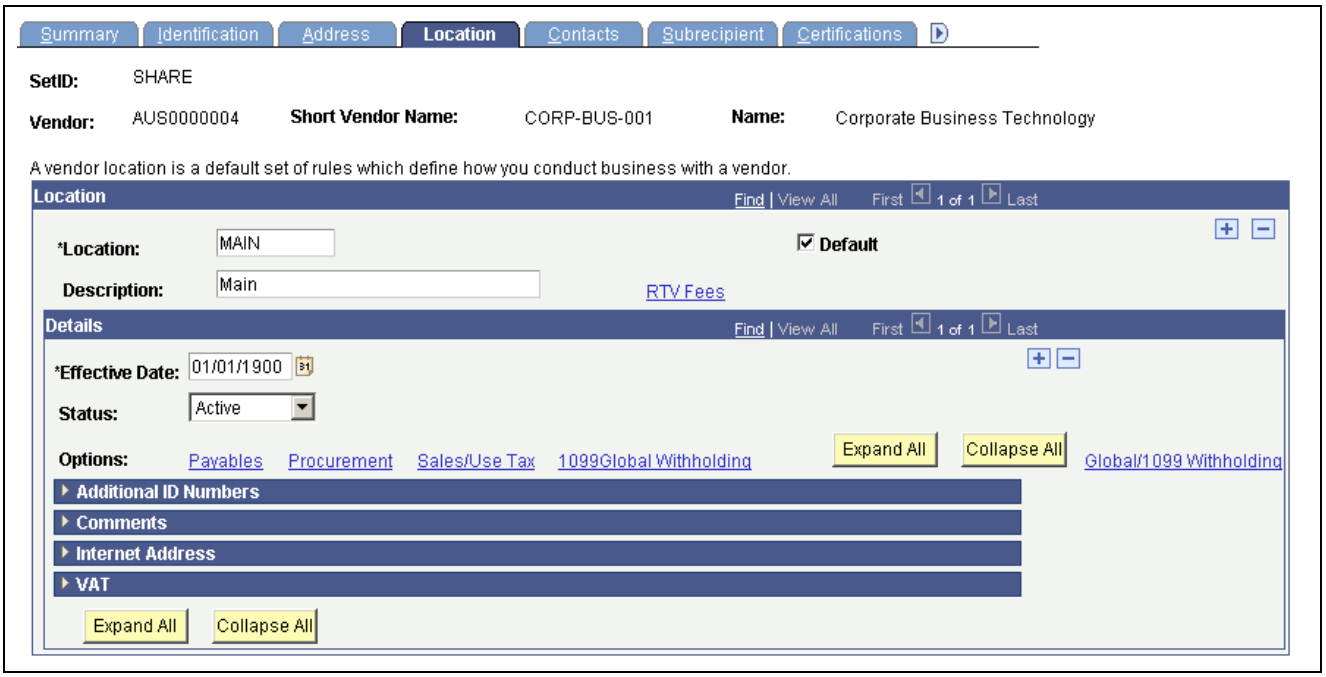
See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," Entering Vendor Addresses

Maintaining Subrecipient Locations

Access the Subrecipient - Location page.

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Subrecipient - Location page

Instructions on entering subrecipient locations appear in the *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*

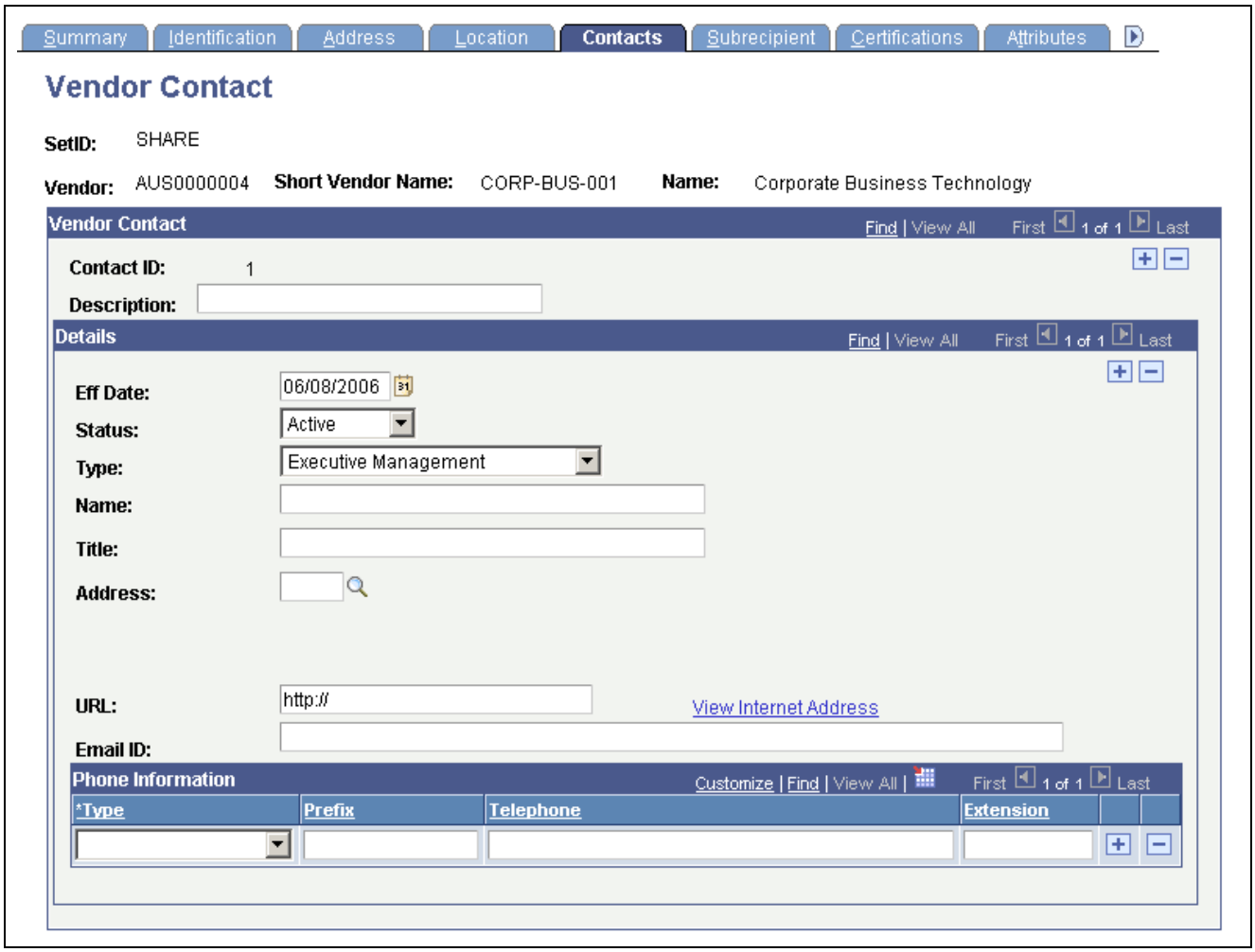
See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," Defining Vendor Locations

Maintaining Subrecipient Contacts

Access the Subrecipient - Contacts page.

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Subrecipient - Contacts page

Instructions on entering subrecipient contacts appear in the *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*

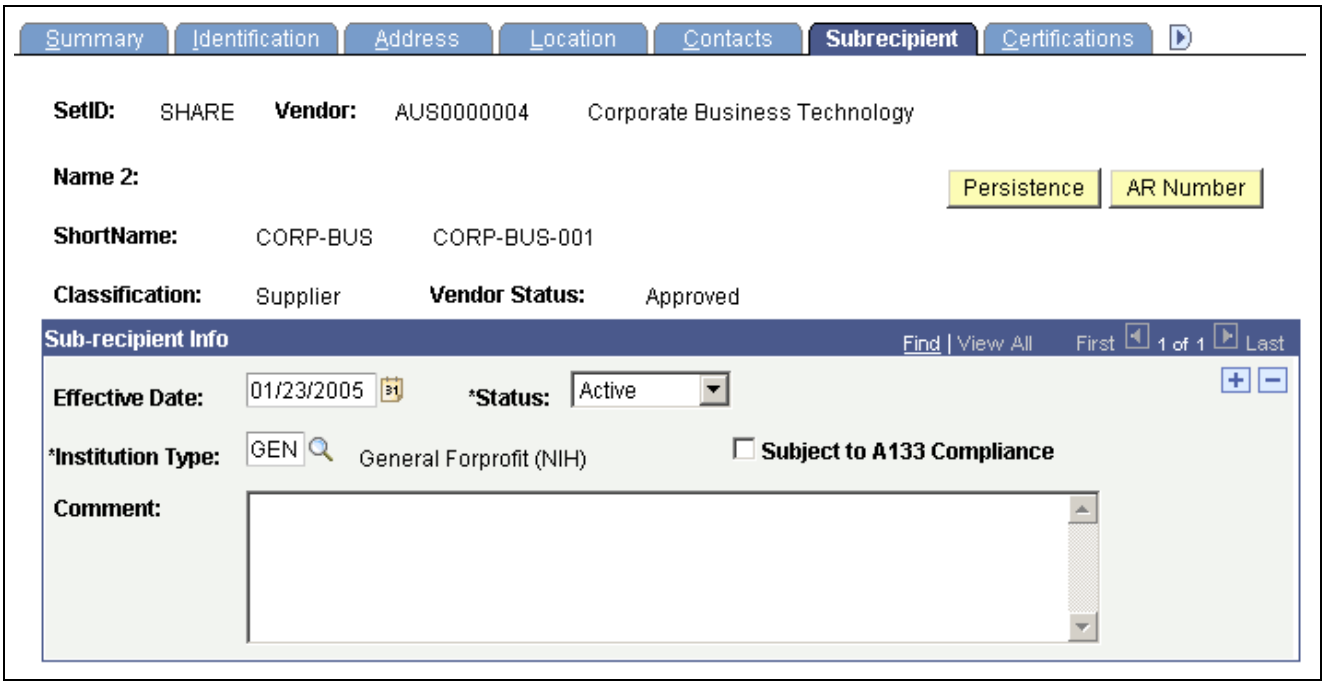
See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," Entering Vendor Contact Information

Adding Additional Subrecipient Data

Access the Subrecipient - Subrecipient page.

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Subrecipient - Subrecipient page

Select an institution type, such as *Corporation, Federal Institution,* or *University Hospital.*

The subrecipient page stores subrecipient-specific information that is not part of the Vendor component.

Values in the SetID, Vendor, Name 2 (if one exists for the organization), ShortName, Classification, and Vendor Status fields appear by default on the page.

Subject to A133 Compliance Select if the subrecipient is subject to A133 audits.

Circular No. A-133, which is issued by the Office of Management and Budget, sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and nonprofit organizations expending federal awards.

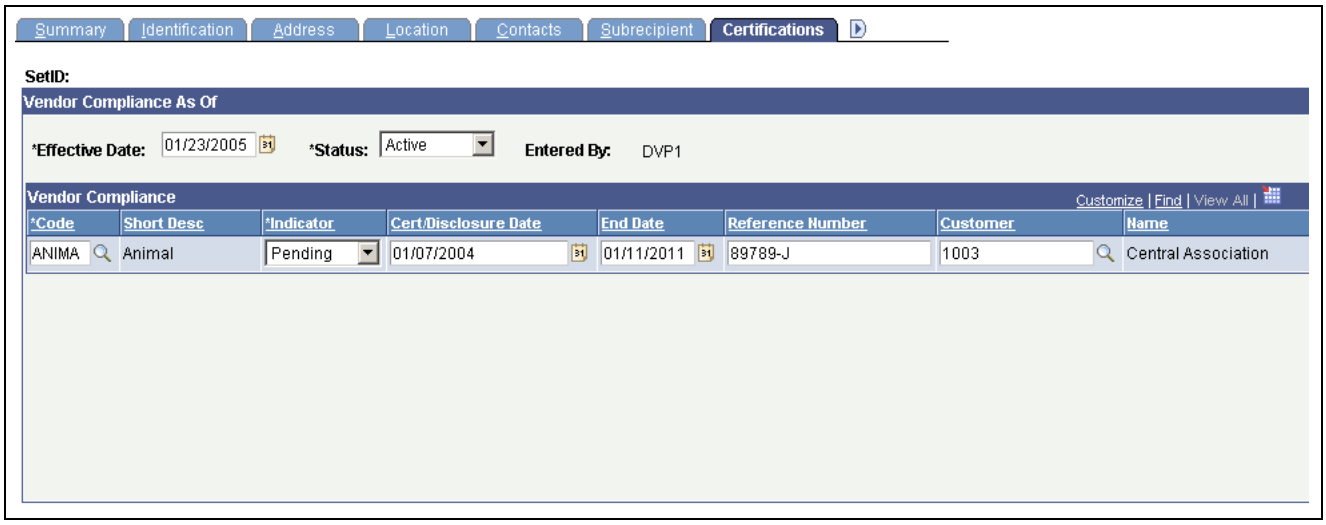
Persistence Click to view customer ID and number.

AR Number Click to view uniform resource locator (URL).

Adding Subrecipient Certifications

Access the Subrecipient - Certifications page.

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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.

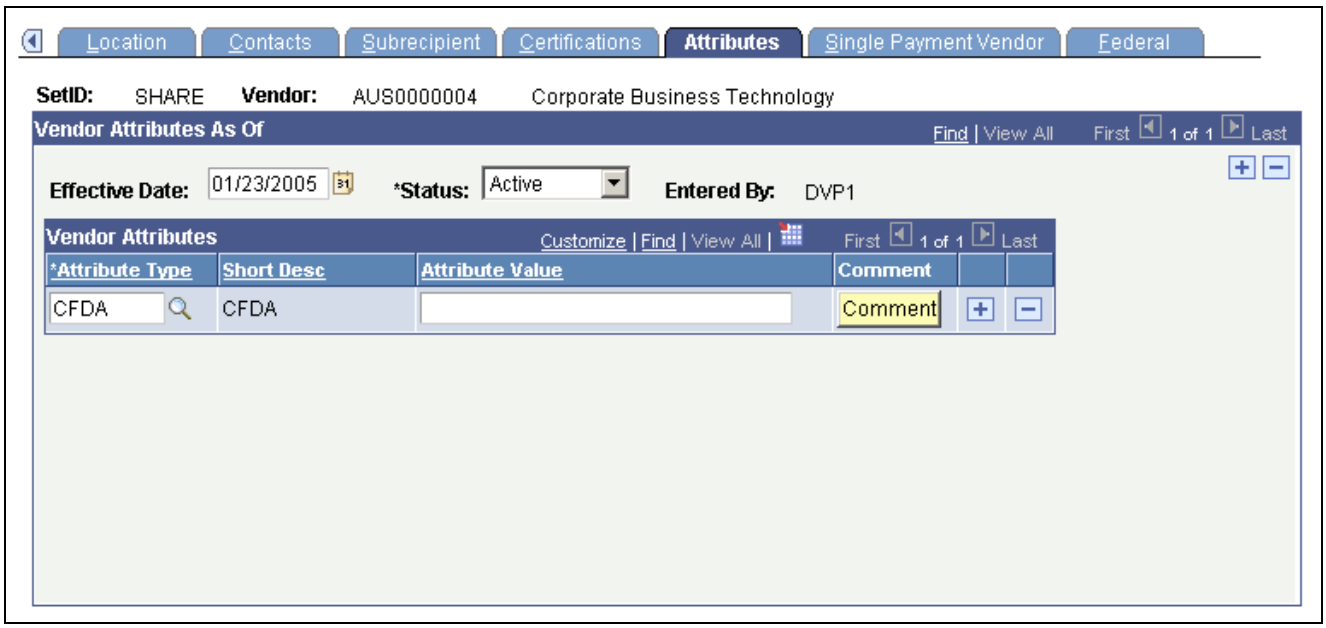
Cert/Disclosure Date (certification/disclosure date) Select the date that the certification was issued or disclosed. This date cannot be greater than the effective date.

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

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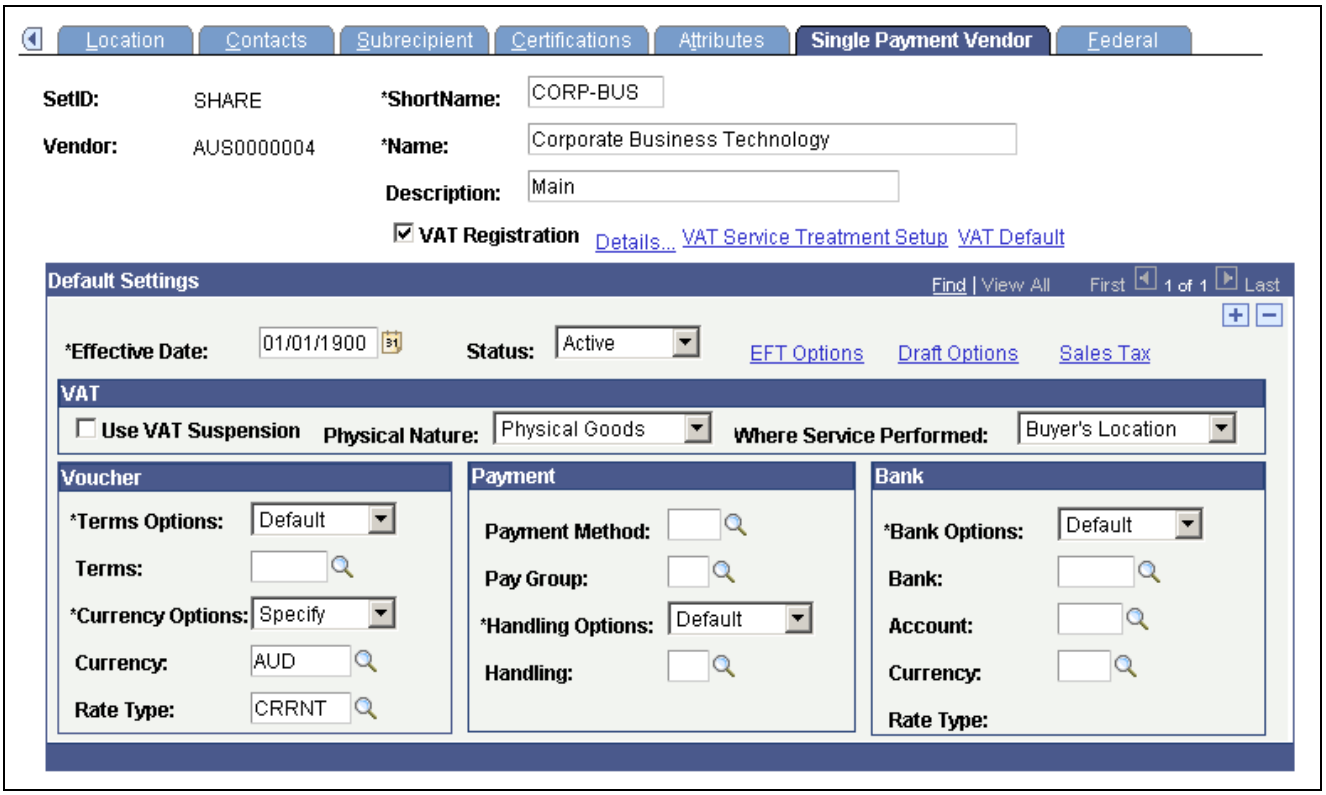
Attribute Type Select an attribute. The Attributes Control table stores the codes that appear here.

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.



Subrecipient - Single Payment Vendor page

Instructions on entering information for single payment vendors appear in the *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*

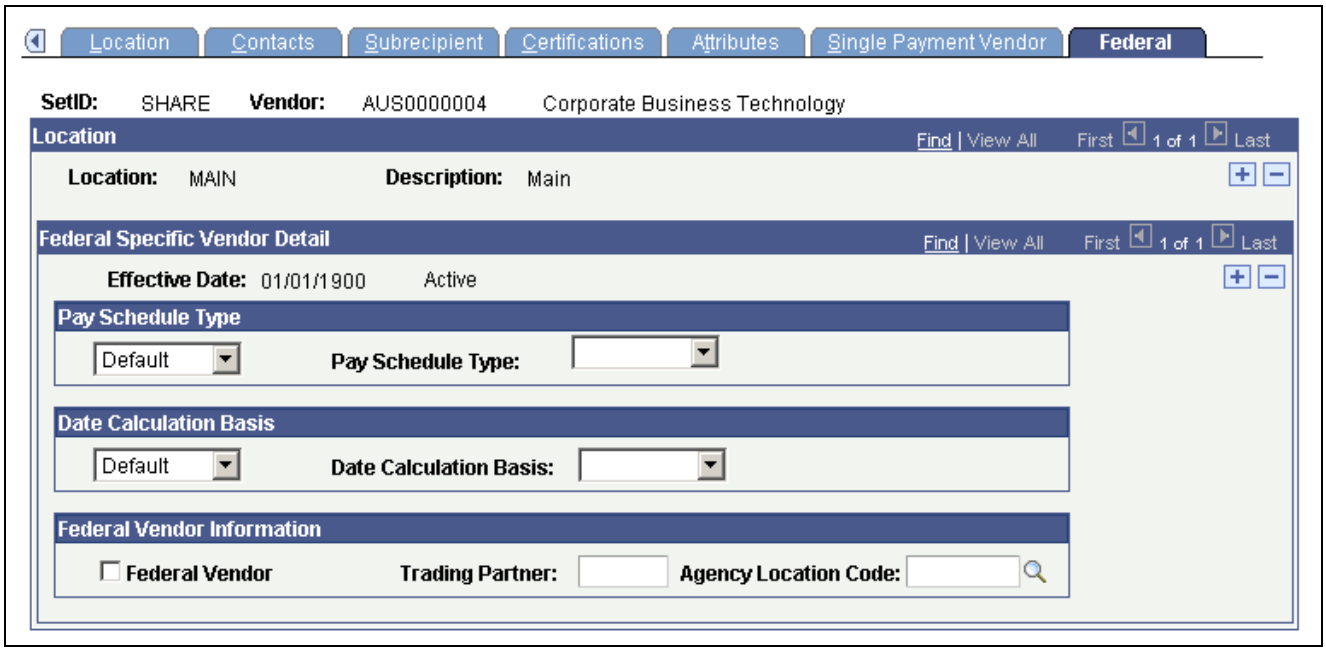
See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," Entering Single Payment Vendors

Specifying U.S. Federal-Only Vendor Information

Access the Subrecipient - Federal page.

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Subrecipient - Federal page

Instructions on specifying U.S. federal-only vendor information appear in the *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," (USF) Entering Vendor Information for U.S. Federal Agencies

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CHAPTER 7

Setting Up and Maintaining Protocol Management

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

- Establish protocol controls.
- Administer protocol workflow.

Understanding Protocol Management Setup

Protocol Management provides an automated system that enables you to document and amend human and animal protocols, and to manage the necessary approving authority approval processes. Protocol approving authorities include the Institutional Review Board (IRB) and the Institutional Animal Use and Care Committee (IACUC).

This section discusses:

- Workflow actions.
- Protocol workflow.
- Committee setup.

Workflow Actions

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

Protocol Workflow

The system triggers workflow through user actions such as clicking a submit button, through running a scheduled batch process , or when certain conditions are met, such as a protocol expiring. Based on a predetermined set of contact roles and the rule conditions for when to contact users, workflow sends an email notification, worklist, or both. You can configure both rules and roles to capture as many people and events or scenarios as your business process requires.

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

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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.

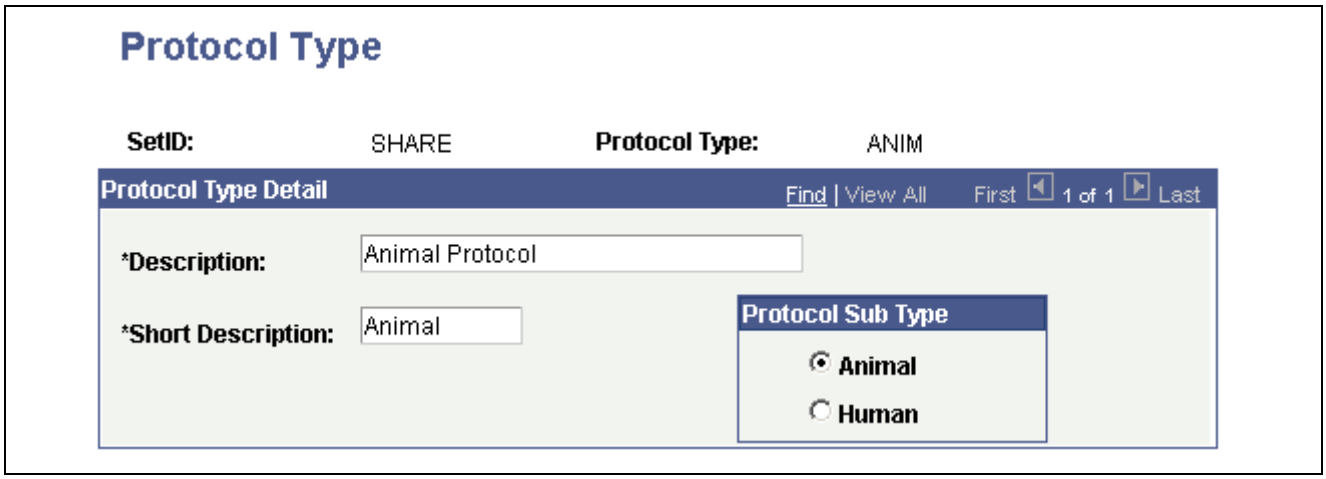
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Page Name	Object Name	Navigation	Usage
Genus	GM_PCL_GENUS	Set Up Financials/Supply Chain, Product Related, Grants, Genus	Set up genus codes.
Species	GM_PCL_SPECIES	Set Up Financials/Supply Chain, Product Related, Grants, Species	Set up species codes.
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 theNotes button on the Committee Meeting Setup page.	Add notes about the committee meeting.
Grants Role Type	GM_PROF_ROLE_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Role Types	Define role types. In addition to defining the roles, also define the types of areas where the role has applicability.

Creating Protocol Types

Access the Protocol Type page.

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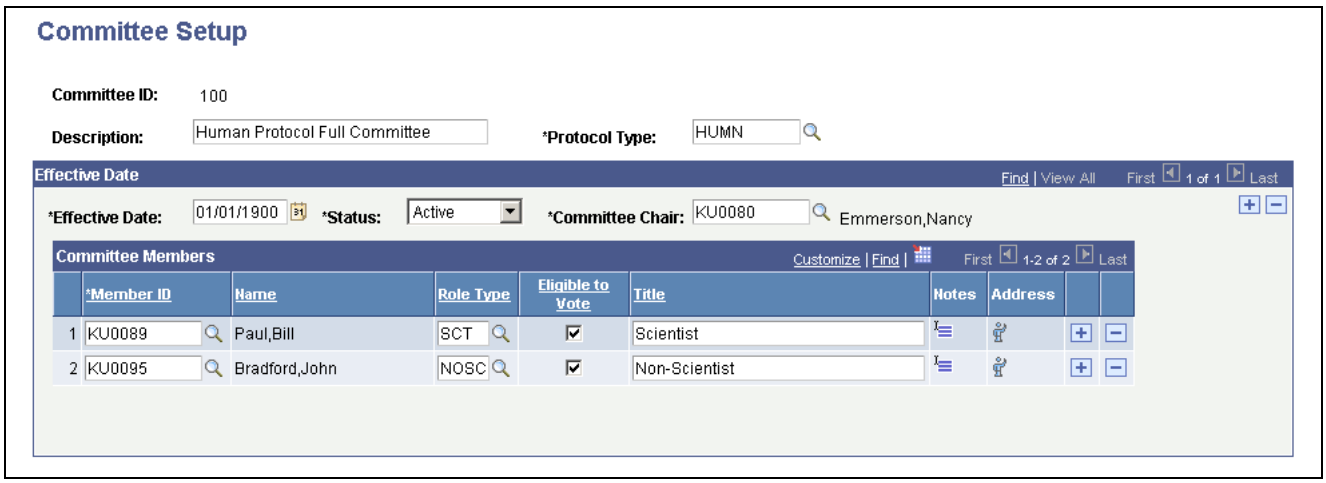


Protocol Type page

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

Creating a Committee

Access the Committee Setup page.



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.

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Committee Members

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

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

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

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

Eligible to Vote Select to indicate if the committee member is eligible to vote on protocols at full review meetings. On the Protocol Disposition page the *Yes* vote count must exceed the *No* vote count in order for you to change the Protocol to an *Approved* status.

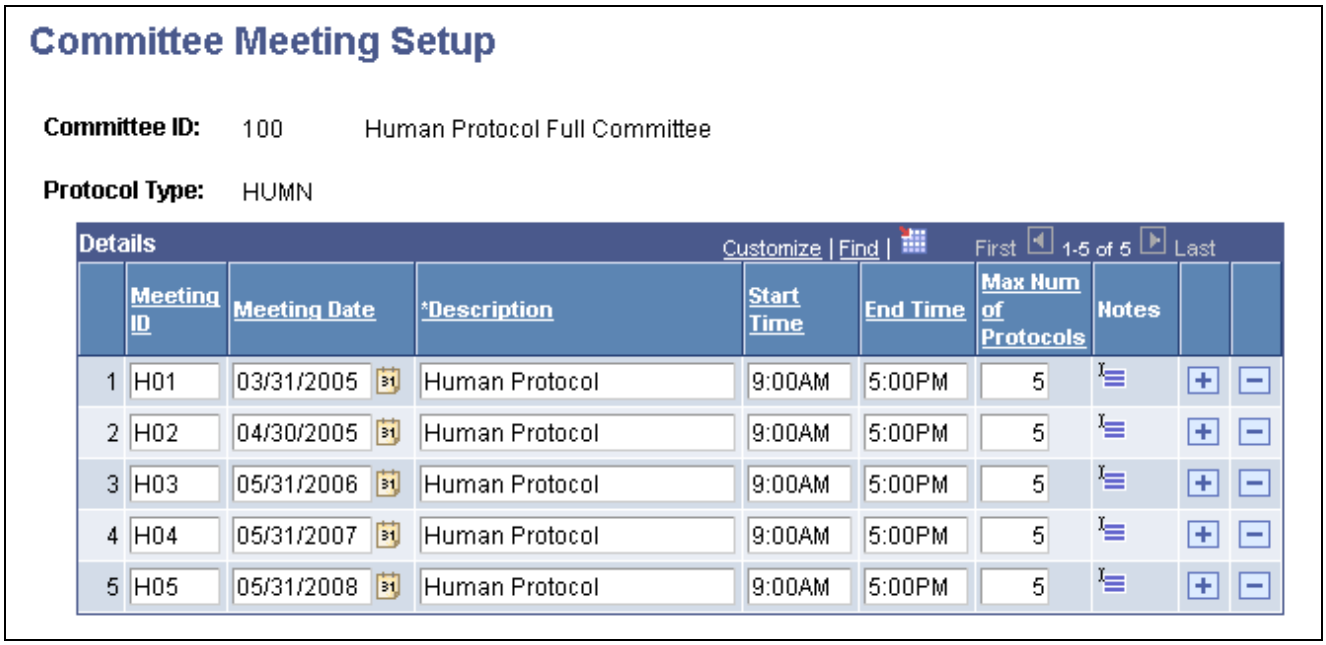
 Click to enter any additional notes on the Notes page.

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

Defining Committee Meetings

Access the Committee Meeting Setup page.

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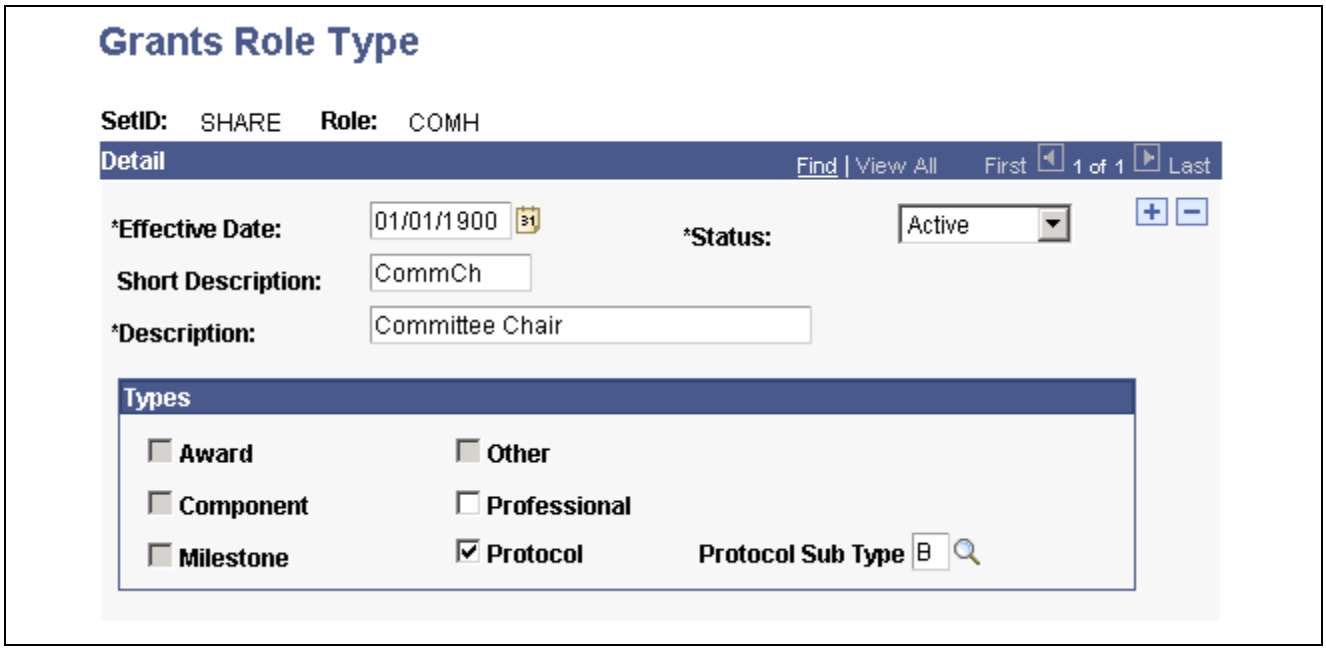
Committee Meeting Setup page

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

Notes Click to enter notes about the meeting.

Defining Role Types

Access the Grants Role Type page



Grants Role Type page

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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

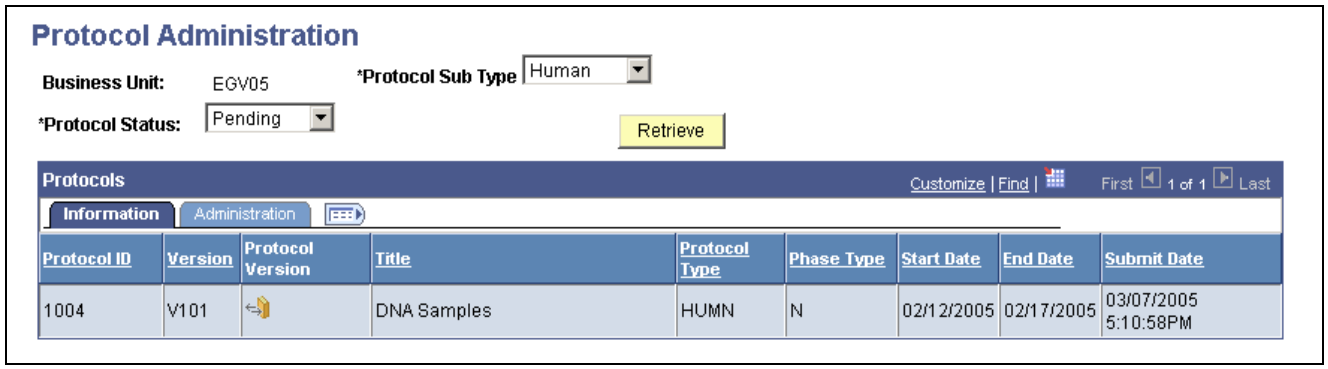
This section discusses how to review and administer protocol workflow.

Page Used to Administer Protocol Workflow

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

Reviewing and Administering Protocol Workflow

Access the Protocol Administration page.



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.

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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.

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CHAPTER 8

Preparing and Submitting a Proposal

This chapter discusses how to:

- Establish proposals.
- Establish noncompeting continuations.
- Establish proposal budgets.
- Submit proposals.
- Print proposals.
- Freeze submitted proposals by using version IDs.
- Unlock proposal information.
- View proposal audit logs.
- Copy proposal information.
- Inquire about proposal budgets.

Establishing Proposals

This section provides overviews of the Grants.gov proposal process, PeopleSoft Grants proposal preparation, proposal budgets, PeopleSoft Grants statuses, and components and discusses how to:

- Search for Grants.gov opportunities.
- 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.
- Get application status details for a Grants.gov 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.

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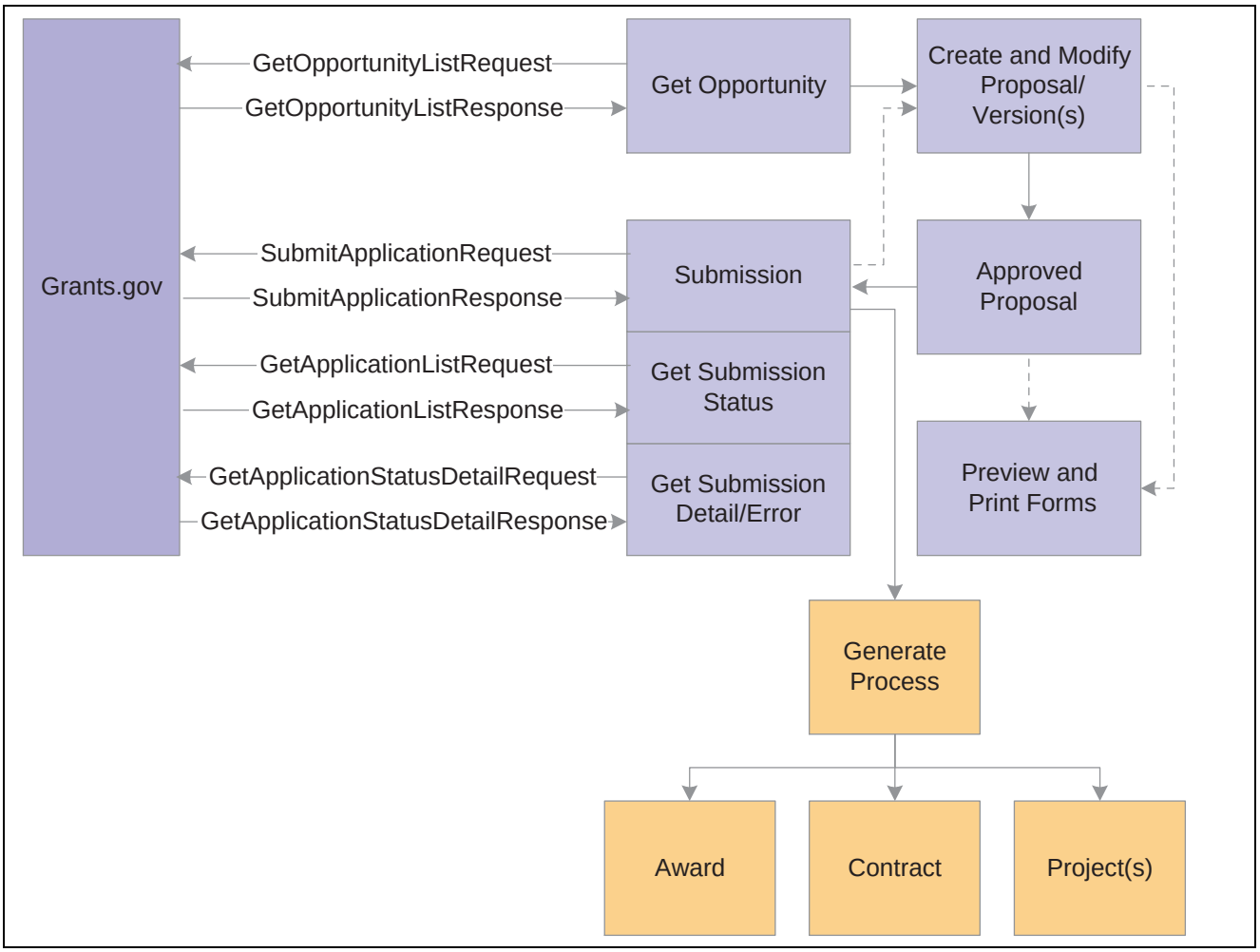
- Enter budget information for subrecipients.
- Add proposal professional details.
- Maintain proposal-specific certifications.
- Set up PeopleSoft Grants report types for a proposal project.
- Link documents to a proposal project.
- Enter proposal attributes.
- Maintain address information for each project within a research proposal.
- Associate protocols to proposals.
- Track the status of proposal components.
- Enter component stakeholders.
- Review component approval hierarchy.
- View approval status and history.
- Identify setup levels.
- Link key words to a proposal.
- Manage Grants.gov schemas.
- Add schema attachments to a Grants.gov proposal.
- Add PHS details to a Grants.gov proposal.
- Add lobbying disclosure details to a Grants.gov proposal.
- Add CSREES details to a Grants.gov proposal.
- Add HHS Checklist details to a Grants.gov proposal.
- Add NASA details to a Grants.gov proposal.
- Add NSF details to a Grants.gov proposal.
- Add additional NSF details to a Grants.gov proposal.
- Add SBIR details to a Grants.gov proposal.
- Add DOI details to a Grants.gov proposal.
- Approve a proposal.
- Get a list of Grants.gov applications.

Understanding Grants.gov Proposal Process

Grants.gov is the common access point for all Federal grants. Organizations can use the Grants.gov system to electronically find and apply for competitive grant opportunities. You can use PeopleSoft Grants to submit grant applications electronically to Grants.gov using the XML format known as Simple Object Access Protocol (SOAP) with attachment and to print the SF R&R family of forms.

This diagram illustrates how PeopleSoft Grants interacts with Grants.gov.

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Electronic submission process

PeopleSoft Grants uses the following web services:

- GetOpportunityList: Get the grants opportunities that are available on Grants.gov.
- GetApplicationList: Get a list of the grant applications that you submitted to Grants.gov.
- GetApplicationStatusDetail: Get detailed information about an application that was submitted to Grants.gov.
- SubmitApplication: Electronically submit form SF 424 R&R Family.

When you click Get List on the Get Opportunity List page, the GetOpportunityList web service retrieves opportunities that match your search criteria. You can select only one opportunity at a time to create or update a proposal. The system displays the opportunity number in the proposal component and brings forward all the schemas and schema attachment types that are associated with the opportunity. You can return to your Get Opportunity List results to select another opportunity to create or update another proposal. The proposal component shows agency-specific pages where you can enter agency-related information.

You submit proposals to Grants.gov using the SubmitApplication web service.

See Chapter 8, “Preparing and Submitting a Proposal,” Submitting Proposals, page 247.

After you submit a proposal to Grants.gov, you use the GetApplicationStatusDetail web service to get detailed information about the application’s status and view error message details, especially when the status is Rejected with Error.

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You track the Grants.gov processing status of submitted applications with the GetApplicationList web service.

The GetOpportunityList, GetApplicationList, and GetApplicationStatusDetail web services use the PeopleTools HTTP Target Connector (GM_WEB). The SubmitApplication web service uses the GrantsTargetConnector (GM_WEB_SUB). After setting up the GrantsTargetConnector, you need to load the gateway and set up gateway properties.

To load the gateway:

1. Select PeopleTools, Integration Broker, Configure, Gateways.
2. Select Local at the prompt.
3. Enter the following URL: http://webserver/PeopleSoftListeningConnector.
4. Click Save.
5. Click OK when the system asks if you want to load the connector.

The system loads all connectors, including the GrantsTargetConnector, which now appears in the list of connectors on the Gateways page.

To set up the gateway properties:

1. Click the Gateway Setup Properties link on the Gateways page.
2. Enter user ID and password.
3. Click OK.
4. Enter *GM_WEB, GM_WEB_SUB,* and *PSFT_EP* into the PeopleSoft Nodes grid on the PeopleSoft Node Configuration page.
5. Enter a web server URL, user ID, password, and tools release for each.
6. Click the Advanced Properties link on the PeopleSoft Node Configuration page.
7. Set SSL key's alias name and password:

   ```
   ig.certificateAlias=localhost
   ig.certificatePasswd=ABFGL92FAH5zJtN07S2gqQ==
   ```

   Note. You should encode the SSL key password.

8. Set Keystore file directory and password:

   ```
   secureFileKeystorePath=PS_HOME/webserv/peoplesoft/keystore/applicant-s2s-⇒
   keystore.jks
   secureFileKeystorePasswd=changeit
   ```

   Note. You should not encode the Keystore password.

9. Set Proxy Server:

   ```
   ig.proxyHost=www-proxy.us.oracle.com
   ig.proxyPort=80
   ```

10. Click OK.
11. Sign off and restart Web Server.

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See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

Enterprise PeopleTools PeopleBook: PeopleSoft Integration Broker.

PeopleSoft Enterprise Financials, ESA, and Supply Chain Management 9.0 Supplemental Application Installation Instructions.

Understanding PeopleSoft Grants Proposal Preparation

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

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

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

After establishing basic setup information in PeopleSoft Grants, you can enter data concerning proposals and projects, structure proposal budgets, work with research plans of principle investigators (PIs), and submit proposals to sponsors.

The proposal pages help you:

- Track the development, verification, and submission status of proposals to sponsors.
- Gather and organize proposal data.
- Facilitate the administration of proposals, awards, forms, and reports.

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

See Also

Chapter 6, “Setting Up and Maintaining PeopleSoft Grants Information,” page 101

Chapter 8, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets, page 237

Appendix A, “Preparing a Proposal and Award for Cost Sharing,” page 395

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.

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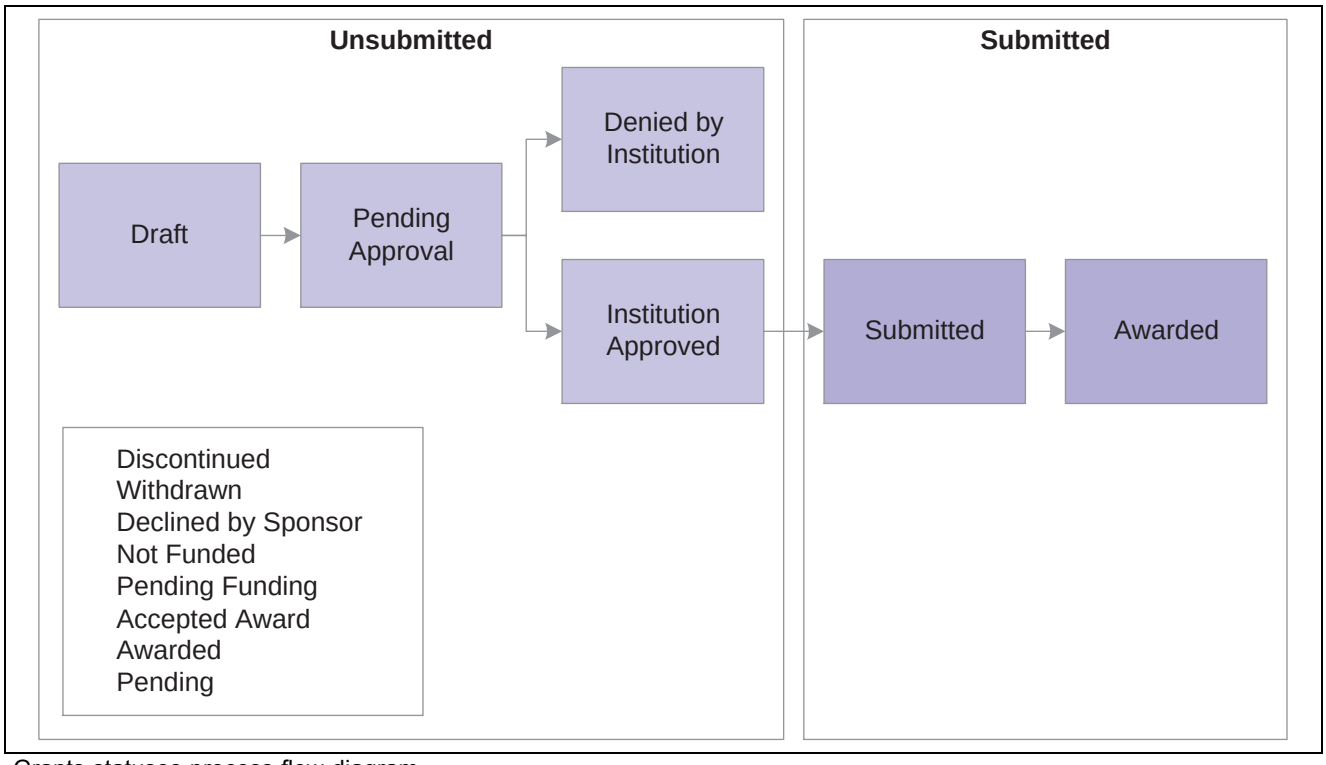
- Employee information in the proposal budget is supplied from the institution's existing human resources database through an interface that populates the Personal Data table (PERSONAL_DATA) and the Job table (JOB).
- You must establish a proposal ID and a corresponding proposal project ID prior to creating a new budget.
- All budget records are below the proposal project level.
- You can create multiple budgets for a single proposal project.
- PeopleSoft Grants incorporates Transaction Set 194 values into the proposal budget pages and records.

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

Note. You cannot edit the following PeopleTool pages during the approval process: Maintain Proposal, Overall Budget, and Budget Detail.

Understanding PeopleSoft Grants Statuses

This diagram illustrates the flow of the PeopleSoft Grants status as the proposal moves through the complete cycle from draft to 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 institution-approved proposals if Proposal Approval workflow is active.

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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 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 nonrequired approvers does not affect the approval process and status. For example, if all required approvers approve the component but not the nonrequired approver, the system still updates the component status to *Approved* or generates the workitem for the next layer of approver. All required approval roles must be defined within the current proposal and set to workflow eligible.

The approver or reviewer receives a workitem 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, because the proposal has reached the end of proposal process.

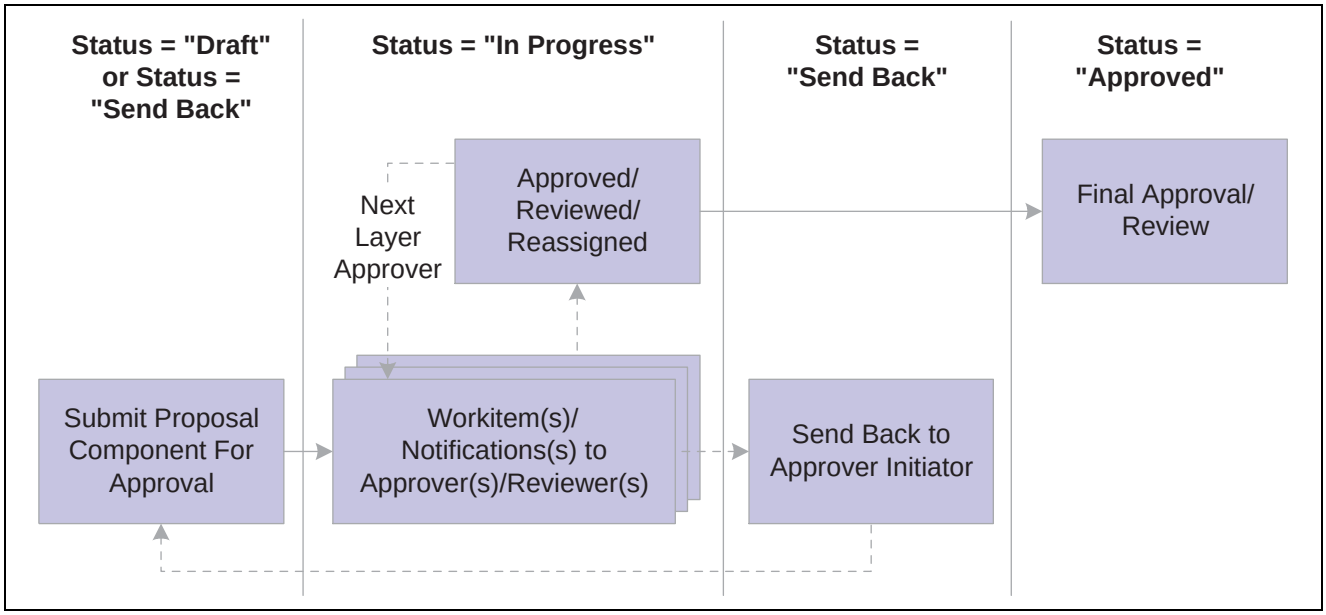
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From draft status, you can manually change the status to *Pending Approval,* or click the Start Approval button, which will then trigger the workflow process. When the proposal is approved, you can start the submission process and the proposal status is updated to *Submitted.* Only submitted proposals can be generated, at which time the system 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 Submit Proposal component (GM_PROP_SUBMN_CI) through the PeopleTools component security can change a submitted (but not generated) proposal back to *Not Submitted.* If workflow is enabled, the proposal status returns to *Institution Approved.* If workflow is disabled, the proposal status returns to *Draft.*

The following list describes proposal component approval activities:

1. A workitem/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
Get Opportunity List	GM_OPPORTUNITY	Grants, Opportunity, Get Opportunity, Get Opportunity List	Search for opportunities through Grants.gov.
Proposal	GM_PROPOSAL	Grants, Proposals, Maintain Proposal, Proposal	Establish proposal-specific details.

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Page Name	Object Name	Navigation	Usage
Description	GM_PROP_TITLE_LONG	Click the Description link on the Proposal page.	Enter a long description for the proposal.
SBIR&STTR (small business innovation research and small business technology transfer)	GM_PROP_SBIR_STTR	Click the More Info button on the Proposal page.	Select SBIR and STTR fast track statuses. These are available if the proposal type is SBIRI, SBIRII, STTRI, or STTRII.
Revision Info	GM_PROP_REV_CODE	Click the More Info button on the Proposal page.	Select revision information codes. These are available if the proposal type is Revision for a Grants.gov proposal.
CFDA (catalog of federal domestic assistance number)	GM_PROP_CFDA	Click the CFDA link on the Proposal page.	Enter multiple CFDA numbers if you enabled this feature.
Due By	GM_PROP_DUE_BY	Click the Due By link on the Proposal page.	Enter the due date and time requirements for a proposal.
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.
Additional Information	GM_ADDITIONAL_INFO	Click the Add Additional Information button on the Additional Information page.	Create user-defined Additional Info Types.
Application Identifier	GM_PROP_APP_ID	Click the Additional Details link on the Additional Information page.	Enter application identifier information.
Concurrent Submissions	GM_PROP_CON_SUB	Click the Additional Details link on the Additional Information page.	Select the business unit, proposal, and version for each proposal that you are submitting concurrently.
Conflict of Interest	GM_PROP_COI	Click the Additional Details link on the Additional Information page.	Select check boxes to indicate whether the conflict complies with the institution's policy and whether you completed the review.

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Page Name	Object Name	Navigation	Usage
Cost Sharing	GM_PROP_COST-SHARE	Click the Additional Details link on the Additional Information page.	Select check boxes to indicate whether the sponsor requires cost sharing, who approved it, the date of approval, and the source
Flow Through	GM_PROP_FLOWTHRU	Click the Additional Details link on the Additional Information page.	Select the primary sponsor that the proposal will flow through.
Institution Change	GM_PROP_IN_CHANGE	Click the Additional Details link on the Additional Information page.	Select check box to indicate whether the institution changed and the name of the previous institution.
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 that the PI changed and select the ID of the previous PI.
Pre-Award Spending	GM_PROP_PREAWD_SPD	Click the Additional Details link on the Additional Information page.	Indicate that pre-award spending is permitted, and enter the guaranteed source of funding.
Previous Award	GM_PROP_PREV_AW	Click the Additional Details link on the Additional Information page.	Enter information about the previous award, and indicate that a renewal is in progress if it is based on an accomplishment.
Related Proposals	GM_PROP_REL_PROP	Click the Additional Details link on the Additional Information page.	Enter information about related proposals.
Solicitation	GM_PROP_SOLICITATN	Click the Additional Details link on the Additional Information page.	Enter information about a solicitation.
Application Status Detail	GM_STATUS_DTL	Click the View Details link on the Proposal page.	View the status of a proposal that you have submitted to Grants.gov. This link is available after you submit the proposal to Grants.gov.
Projects	GM_PROPOSAL_PROJ	Grants, Proposals, Maintain Proposal, Projects	Add or update projects that are associated with a proposal.
Description	GM_PROP_J_TITLE	Click the Description link on the Projects page.	Add descriptions about the project.

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Page Name	Object Name	Navigation	Usage
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.
Budgets	GM_PROP_BUD	Grants, Proposals, Maintain Proposal, Budgets	Enter budget header information.
F&A and Pricing Setup (facilities and administration and pricing setup)	GM_BUD_FA	Click the F&A and Pricing Setup link on the Budgets page.	Set up F&A rates for your institution, sponsor, and budget.
Program Income	GM_BUD_PGM_INCOME	Click the Program Income link on the Budgets page.	Enter program income details and comments for the period.
Resources	GM_PROPOSAL_RES	Grants, Proposals, Maintain Proposal, Resources	Maintain information about each resource for a proposal project. These resources are used by Research or Workflow
Vendor Details	GM_PROP_VNDR_SP	Click the Get Agreement Details button on the Resources page.	Enter subrecipient details.
Subrecipient Location	GM_PROP_VND_LOC_SP	Click the Get Location Details button on the Resources page.	Enter subrecipient location and address information.
Subrecipient Contact	GM_PROP_VND_CNT_SP	Click the Get Contact Details button on the Resources page.	Enter subrecipient contact information.
Subrecipient Budget	GM_PROP_VND_BUD	Click the Vendor Budget button on the Resources page.	Enter subrecipient budget information.
Professional Details	GM_PROP_PROF_DT_SP	Click the Details button on the Resources page.	Enter professional details about the resource.
Proposal Professional Address	GM_ADDR_DTL_DSP_SP	Click the Address link on the Professional Details page.	View address information.

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Page Name	Object Name	Navigation	Usage
Proposal Professional Education	GM_PROP_PROF_ED_SP	Click the Education link on the Professional Details page.	View educational information.
Proposal Professional Job	GM_PROP_PROF_JB_SP	Click the Job link on the Professional Details page.	View job information.
Professional Work Experience	GM_PROP_PROF_WE_SP	Click the Experience link on the Professional Details page.	View work experience information.
Professional Advisor/Advisee	GM_PROP_PROF_AA_SP	Click the Advisor/Advisee link on the Professional Details page.	View advisor and advisee relationships.
Professional Memberships	GM_PROP_PROF_MB_SP	Click the Membership/Association link on the Professional Details page.	View memberships and associations.
Professional Honor/Awards	GM_PROP_PROF_HA_SP	Click the Honor/Award link on the Professional Details page.	View honors and awards.
Professional Collaborations	GM_PROP_PROF_CB_SP	Click the Collaboration link on the Professional Details page.	View persons who have collaborated with the professional.
Professional Publications	GM_PROP_PROF_PB_SP	Click the Publication link on the Professional Details page.	View the professional's publications.
Professional Pending Support	GM_PROP_PROF_OP_SP	Click the Pending Support link on the Professional Details page.	View pending support.
Professional Ongoing Support	GM_PROP_PROF_OA_SP	Click the Ongoing Support link on the Professional Details page.	View ongoing support.
Professional Completed Support	GM_PROP_PROF_OC_SP	Click the Completed Support link on the Professional Details page.	View completed support.
Certifications	GM_PROP_CERT	Grants, Proposals, Maintain Proposal, Certification	Maintain all relevant proposal-specific certifications, and enter multiple certifications for each proposal project.
Proposal Certification Comments	GM_PROP_CERT_SEC2	Click the Comment button on the Certification page.	Enter comments about the certification.
Reports	GM_PROP_J_REPT	Grants, Proposals, Maintain Proposal, Reports	Set up PeopleSoft Grants report types for a proposal project.

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Page Name	Object Name	Navigation	Usage
Attachments	GM_PROP_DOC1	Grants, Proposals, Maintain Proposal, Attachments	Create attachments for the proposal project.
Attributes	GM_PROP_ATTRIB	Grants, Proposals, Maintain Proposal, Attributes	Enter proposal attributes.
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 Stakeholders link on the Component page.	Enter the names and roles of stakeholders.
Component Approval Hierarchy/Option	GM_PROP_COMP_APP	Click the Approval Hierarchy link on the Component page.	This is a display-only page. All information that is displayed on the page comes from the BU Workflow Approval/Notification Setup page. It shows the approval rules that were set up for the current component.
Component Approval Status/History	GM_PROP_APP_HISTY	Click the Approval Status/History link on the Component page.	View the component approval history.
Proposal Component Comments	GM_PROP_COMPO_SEC1	Click the Comments button on the Component page.	Add comments about the proposal component.
Setup Level	GM_PROP_LVL_SETUP	Grants, Proposals, Maintain Proposal, Setup Level	Establish the setting levels as*Primary Project* or *All Projects* for certifications, department credits, professional credits, resources, subrecipients, and components. All values are supplied by the Award setup and BU Definition pages. You can overwrite the value in Proposal level.
Key Words	GM_PROP_KEYWORD	Grants, Proposals, Maintain Proposal, Key Words	Link key words to a proposal and its projects.
Schemas	GM_OPPT_DTL	Grants, Proposals, Maintain Proposal, Schemas	Manage schemas for Grants.gov proposals.
Schema Attachments	GM_PROP_DOC2	Grants, Proposals, Maintain Proposal, Schema Attachments	Manage schema attachments for Grants.gov proposals.

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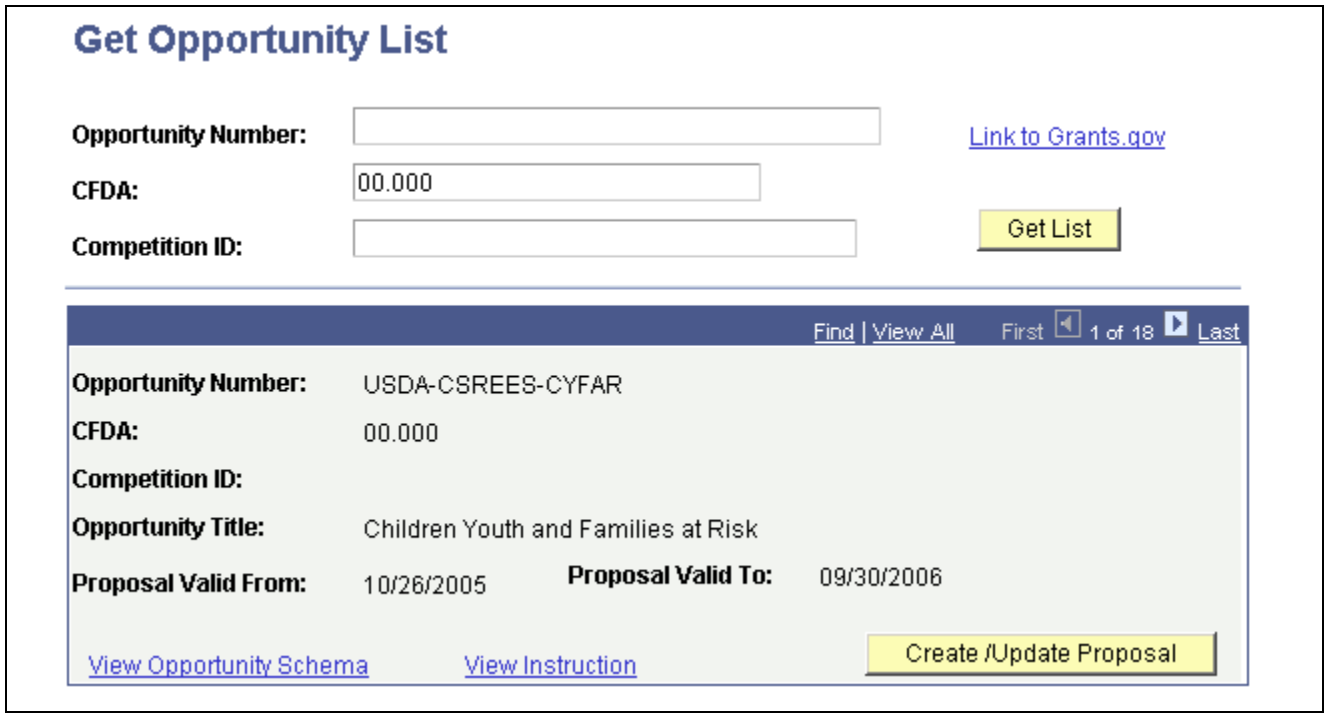
Page Name	Object Name	Navigation	Usage
PHS (public health service)	GM_PROP_PHS1	Grants, Proposals, Maintain Proposal, PHS	Add PHS proposal details. This page is available only when the Grants.gov proposal agency is PHS
Disclosure of Lobby	GM_PROP_DISC_LOBBY	Grants, Proposals, Maintain Proposal, Disclosure of Lobby	Add details about lobbying activities. This page is available only for Grants.gov proposals
CSREES (cooperative state research, education, and extension service)	GM_PROP_CSREES_MOD	Grants, Proposals, Maintain Proposal, CSREES	Add CSREES proposal details. This page is available only when the Grants.gov proposal agency is CSREES.
HHS (health and human services) Checklist	GM_PROP_HHS_CHKLST	Grants, Proposals, Maintain Proposal, HHS Checklist	Add HHS proposal details. This page is available only when the Grants.gov proposal agency is HHS.
NASA (national aeronautics and space administration)	GM_PROP_NASA_1	Grants, Proposals, Maintain Proposal, NASA	Add NASA proposal details. This page is available only when the Grants.gov proposal agency is NASA.
NSF1 (national science foundation)	GM_PROP_NSF1	Grants, Proposals, Maintain Proposal, NSF1	Add NSF proposal details. This page is available only when the Grants.gov proposal agency is NSF.
NSF2 (national science foundation)	GM_PROP_NSF2	Grants, Proposals, Maintain Proposal, NSF2	Add NSF proposal details. This page is available only when the Grants.gov proposal agency is NSF.
SBIR (small business innovation research)	GM_PROP_SBIR1	Grants, Proposals, Maintain Proposal, SBIR	Add SBIR proposal details. This page is available only when the Grants.gov proposal agency is SBIR.
DOI (department of the interior)	GM_PROJ_ACP_GOL	Grants, Proposals, Maintain Proposal, DOI	Add DOI proposal details. This page is available only when the Grants.gov proposal agency is DOI.
Proposal Component Approval/Submit	GM_COMP_APPROVAL	Grants, Proposals, Proposal Component Approval	Submit and approve a proposal workitem. Grants Super Users can use this page to monitor, approve, review, and submit all workitems.
Get Application List	GM_APPLICATION	Grants, Proposals, Get Application List	Get a list of applications that you have submitted to Grants.gov

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Page Name	Object Name	Navigation	Usage
Grants.gov Processing Status Detail	GM_STATUS_DTL1	Click the Grants.gov Processing Status link on the Get Application List page.	View the processing status details for a Grants.gov application that you submitted.

Searching for Grants.gov Opportunities

Access the Get Opportunity List page.



Get Opportunity List page

Enter one of the following values or combination of values:

- Opportunity number.
- CFDA number.
- Opportunity number and CFDA number.
- Opportunity number and competition ID.
- CFDA number and competition ID.

Click Get List to invoke the GetOpportunity web service to retrieve a list of opportunities from Grants.gov that match your search criteria.

Link to Grants.gov Click to open the Grants.gov website in a new window.

View Opportunity Schema Click to open the Grants.gov website that displays the schemas that are associated with the opportunity.

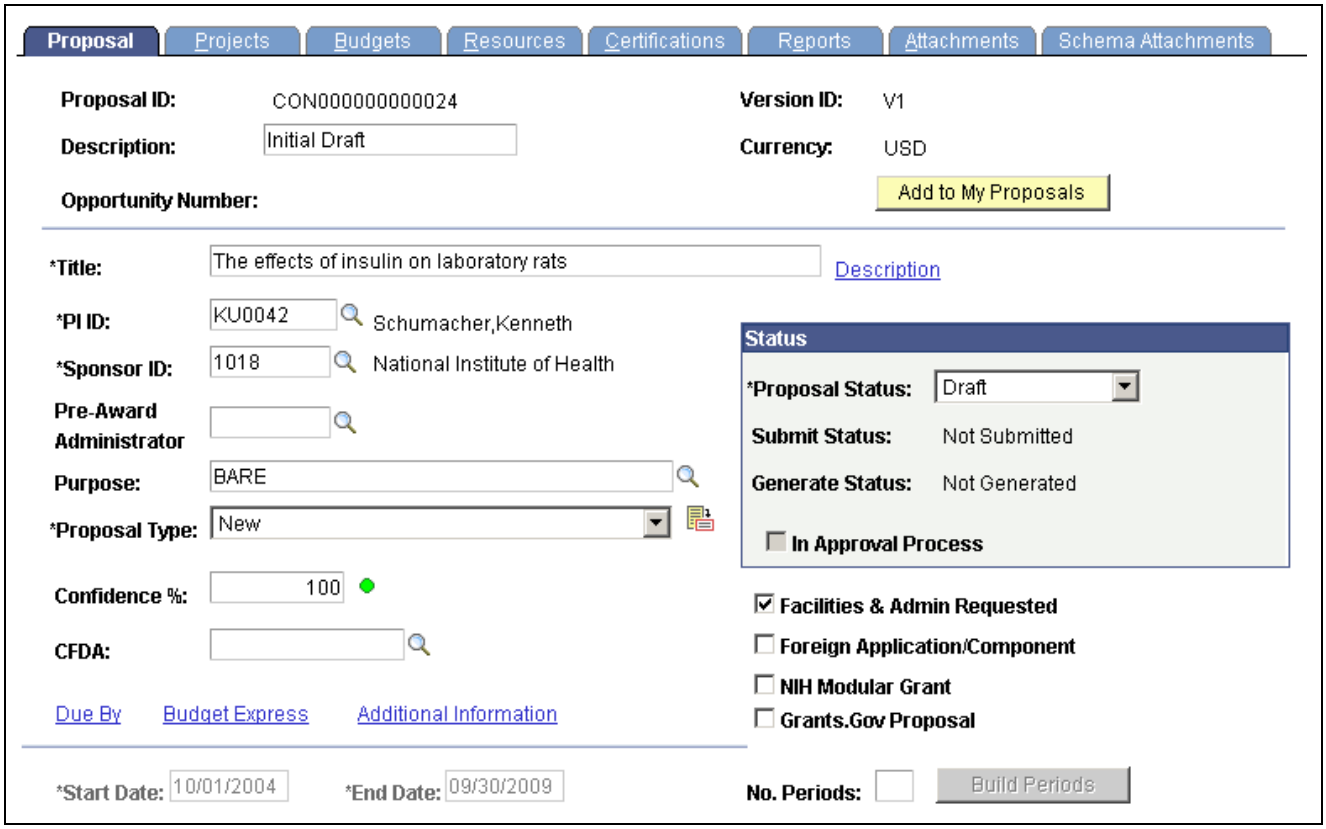
View Instruction Click to open the Grants.gov website that displays instructions on how to apply for the opportunity.

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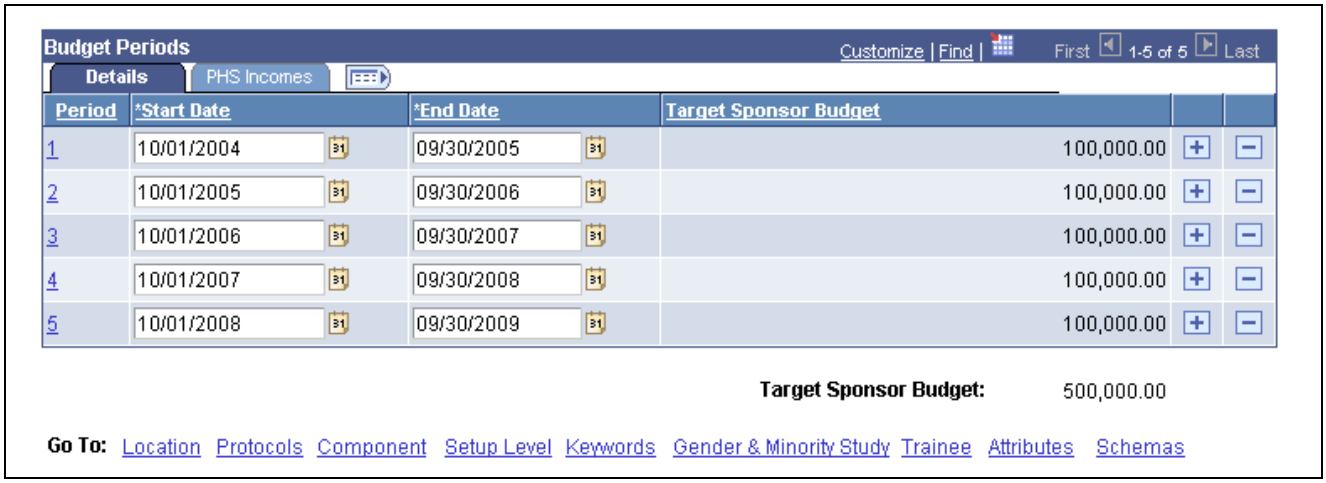
Create/Update Proposal Click to create a proposal from the opportunity. You can create or update only one proposal at a time. After you create a selected proposal, you can return to the Get Opportunity page to create another proposal.

Establishing Proposal-Specific Details

Access the Proposal page.



Proposal page (1 of 2)



Proposal page (2 of 2)

When you create a proposal from the GetOpportunityList web service the system populates the Opportunity Number, Title, and CFDA fields and selects Grants.gov Proposal. You must save the proposal in order to see the agency-specific pages.

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Version ID	Displays the proposal version, which enables you to track changes to a proposal. All pages in this component display the proposal version.
Opportunity Number	Displays the opportunity number of a Grants.gov proposal.
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, workflow is active, and the Workflow By Pass check box is cleared.
Title	Enter a short title for the proposal. The project title appears by default as the proposal title for all projects that are created with no short titles. When you navigate to the Project page, the short Title field is already populated with data. Also use the title as an alternate search option on the Search page to access the Proposal page. If you created the proposal from the Get Opportunity page, the system populates this field with the first 52 characters of the opportunity title.
Description	Click to access the Description page to enter a description of the proposal.
PI ID (principal investigator ID)	Select the principal investigator's ID.
Sponsor ID	Select the ID of the organization that is sponsoring the research.
Pre-Award Administrator	Select the ID of the person who is responsible for overall proposal preparation. Only people who are set up as pre-award administrators on the Professional Data page are available.
Purpose	Select a proposal purpose from a list of entries that are defined by the institution.
Proposal Type	Select a proposal type from available options. The options differ for Grants.gov proposals and non-Grants.gov proposals The values for Grants.gov proposals are: • *New* • *Renewal* • *Resubmission* • *Revision* • *Continuation* The values for non-Grants.gov proposals are: • *Amendment* • *Competing Continuation* • *Internal* • *Modification* • *NRSA*

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- *New*
- *No-Cost Extension*
- *Non-Competing Continuation*
- *Pre-Proposal*
- *Renewal*
- *Research Career Award*
- *Resubmission*
- *Revision*
- *SBIR I*
- *SBIR II*
- *STTR I*
- *STTR II*
- *Supplemental*



Click the More Info icon to enter the SBIR&STTR page if the Proposal Type is *SBIRI, SBIRII, STTRI,* or *STTRII.* Click the Revision Info icon to enter the Revision Info page if the Proposal Type is *Revision* for a Grants.gov proposal.

CFDA (catalog of federal domestic assistance) — Enter the CFDA number that is related to the proposal. A prompt table is delivered that can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page, this field is a link to the CFDA page, where you can enter multiple CFDA numbers.

Confidence % — Enter a number between 1 and 100 to reflect the level of confidence that the proposal will be approved. The system translates the number that you enter here to a color-coded icon that represents the confidence level as either high, medium, or low. These labels are predetermined on the Confidence Level Setup page. The colored icon next to this field indicates the confidence level of this proposal.

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.

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.

Workflow By Pass — Select to bypass approval workflow. This check box appears only when the user is assigned the Workflow By Pass security role. You can edit this check

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box when at least one proposal version has been through workflow and is approved and the current version is not in *Pending Approval* or *Institution Approved* status. When you select Workflow By Pass, then Start Approval Process is unavailable.

Foreign Application/Component — Select to choose the corresponding check box on form PHS 398, page II.

NIH Modular Grant (National Institutes of Health modular grant) — Select to designate that the proposal as an NIH modular grant.

Grants.gov Proposal — Selected if the Grants.gov proposal was created through the GetOpportunityList web service.

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.

Note. Template proposals cannot be generated.

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 237.

No. Periods (number of periods) — Enter the number of periods for the budget.

Build Periods — Click to build the budget periods for the proposal.

Note. After you click the Build Periods button, the following fields become unavailable: Proposal Start and End Date, Number of Periods, and the Build Periods button. These fields are available only if no rows are in the Budget Period grid of a proposal. Also, the system computes the end date of the proposal when you enter a new row in the Budget Period grid. Proposal start date and end date always equal the minimum start date and maximum end date of the Proposal Budget Period grid.

Status

Proposal Status — Select from these values:

- *Accepted Award*
- *Awarded*
- *Award Pending*
- *Declined by Sponsor*

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- *Discontinued*
- *Draft*
- *Institution Approved*
- *Not Funded*
- *Pending Approval*
- *Pending Funding*
- *Refused by Institution*
- *Submitted*
- *Withdrawn*

Submit Status Select *Submit* or *Unsubmit.* If proposal approval workflow is active, you can submit the proposal only after the proposal status is institution approved. If not, then you can submit the proposal at any status. You cannot change or modify the proposal after it is submitted. If the proposal is submitted, you can modify it only by using the Personalization option (GM_PR_UNLOCK).

See Chapter 8, "Preparing and Submitting a Proposal," Unlocking Proposal Information, page 255.

View Detail Click to access the Application Status Detail page, where you can view the status of a proposal that you submitted to Grants.gov. This link is available when the submit status is*Submitted* and a Grants.gov Tracking number is assigned to the proposal.

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. This check box is cleared when the proposal completes the approval process.

Budget Periods - Details

When you first create a proposal as *Draft,* the Budget Period grid contains blank start and end dates. When you enter the proposal start and end dates, enter a value in No. Periods, and click the Build Periods button. The system automatically inserts a row is into the grid for each period. The first period start date and the last period end date are supplied by default from the proposal start and end dates. After you enter and save the budget details on the Budget Detail page, the target sponsor budget reflects the budget for each period. The target sponsor budget amount that is displayed below the grid reflects the sum of all budget periods.

To reinitiate the build periods process, delete all rows in the grid to reactivate the Build Periods button.

Note. You can only reinitiate 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.

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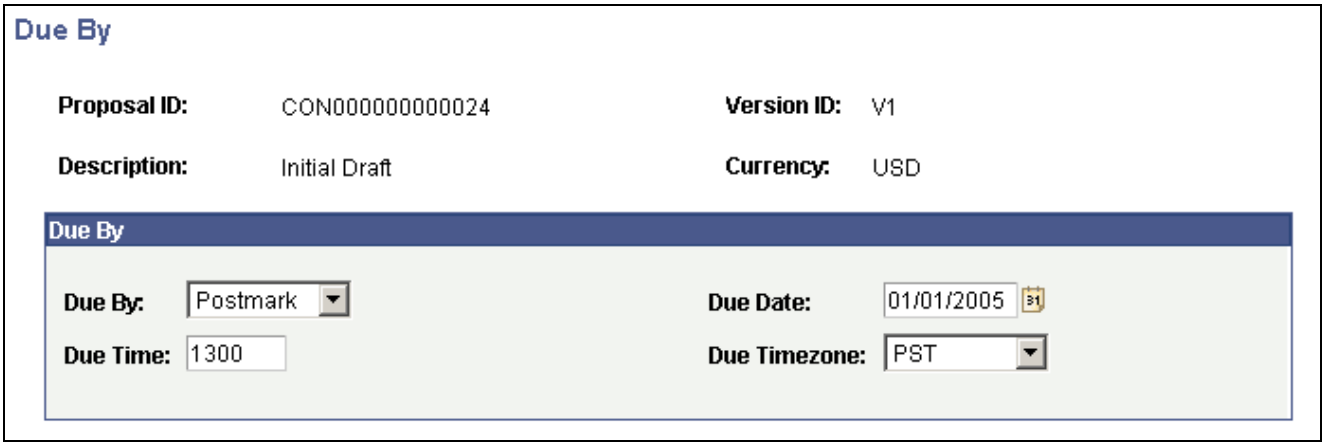
Budget Periods - PHS Incomes

The sum of anticipated PHS income amounts from the budget program income appears. You can add the anticipated amount source.

Note. These figures are relevant for PHS agency proposals.

Entering a Due Date and Time for a Proposal

Access the Due By page.



Due By page

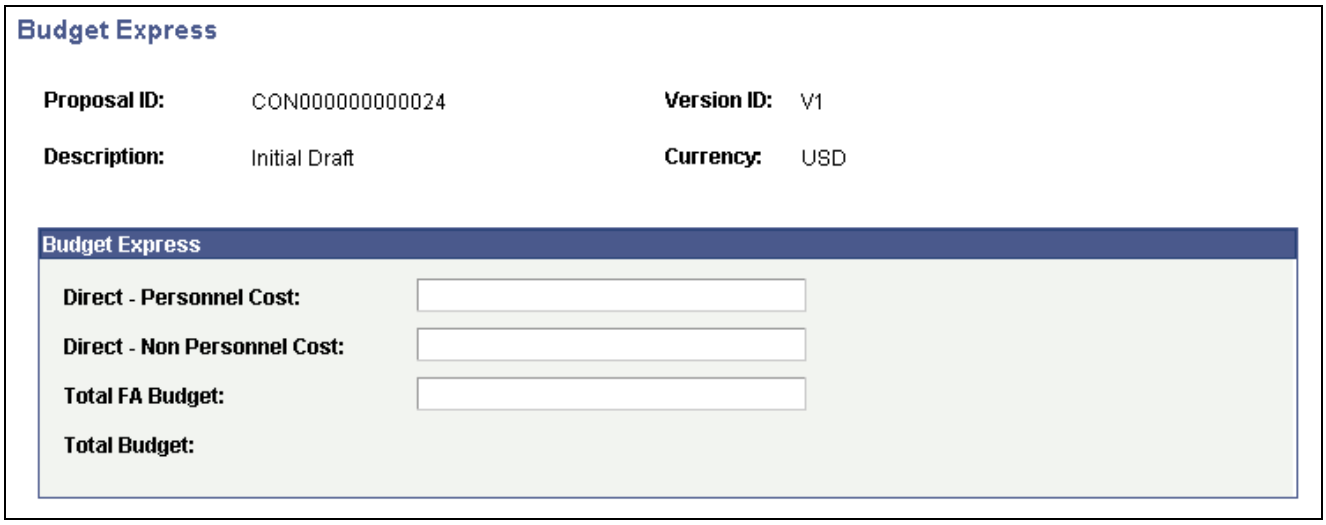
Budget Express

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.

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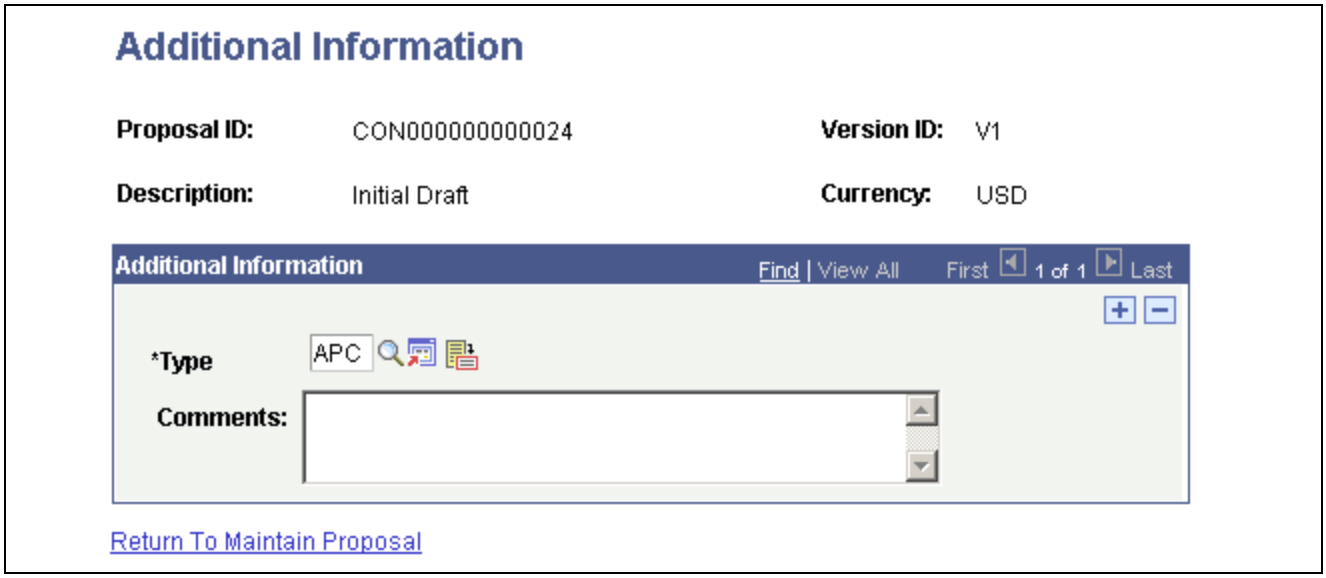


Budget Express page

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 page

Type, and

Select the type of comment that you want to enter. Click the Additional Details button to access the system-delivered additional comments pages. Enter comments and other information that are specific to the type of comment that you selected. Click the Add Info button to create user-defined additional information types.

System delivered values are:

- *AID - Application Identifier*

  Enter application identifiers and state-received date.

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- *APC - Allocation Percentage*

  Enter minority owned percentages.

- *CON - Concurrent Submissions*

  Select the business unit, proposal, and version for each proposal that you are submitting concurrently. The system populates the Project PI and Sponsor fields automatically.

- *COI - Conflict of Interest*

  Select the Compliance with Inst. Policy check box to indicate that the conflict complies with the institution's policy. Select the Review Completed check box and enter the approval date to indicate that you completed the review. You can select either or both check boxes.

- *CST - Cost Sharing*

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

- *EXP - Express Proposal*

  Enter comments.

- *FLO - Flow Through*

  Select the primary sponsor that the proposal will flow through.

- *IC - Institution Change*

  Select to indicate whether the institution changed and the name of the previous institution.

- *IP - Intellectual Property*

  Select the Intellectual Property Reported check box to indicate that you are reporting the use of intellectual property, and then enter a description.

- *MJ - Major Goals*

  Enter comments.

- *OTH - Other*

  Enter comments.

- *PI - PI Change*

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

- *PRE - Pre-Award Spending*

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

- *PRV - Previous Award*

  Select the business unit and the ID of the previous award. Then select the Renewal in Progress check box, the Accomplishment Based Renewal check box, or both to indicate that a renewal is in progress and is based on an accomplishment.

- *REL - Related Proposals*

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

- *SOL - Solicitation*

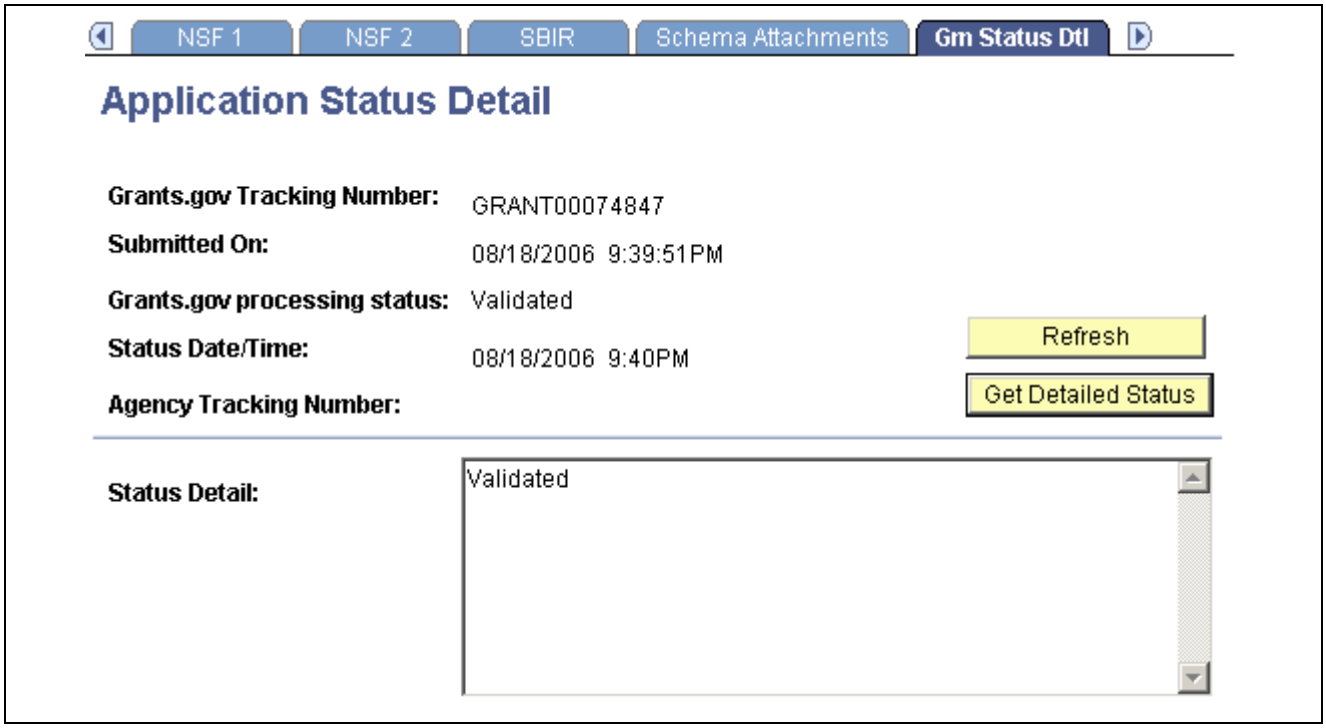
  Enter the solicitation and request for proposal number, as well as the solicitation title.

- *UOB - Unobligated Balance*

  Describe unobligated balances for continuation form 2590.

Getting Application Status Details for a Grants.gov Proposal

Access the Application Status Detail page.



Application Status Detail page

Grants.gov processing status Displays the Grants.gov processing status from the last update. Valid values are:

- *Agency Tracking Number Assign*
- *Processing*
- *Received*
- *Received by Agency*
- *Rejected with Errors*
- *Validated*

Status Date/Time Displays the status date and time of the last update.

Agency Tracking Number Displays the agency tracking number from the last update.

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Refresh Click to invoke the GetApplicationList web service and update the following statuses:

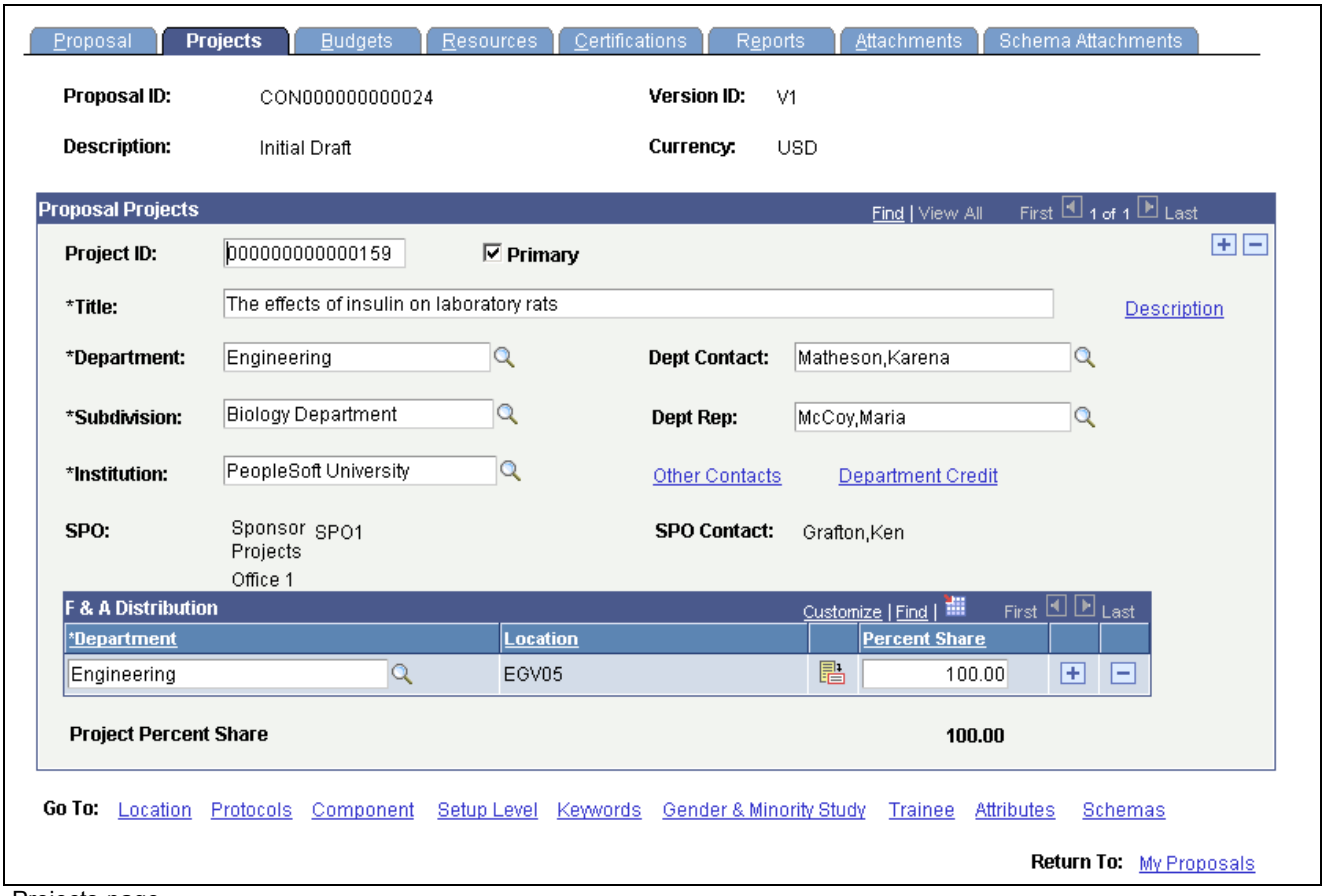
- Grants.gov processing status
- Status Date/Time
- Agency Tracking number

Get Detailed Status Click to find the current application status detail. The system invokes the GetApplicationStatusDetail web service and displays the results.

Status Detail Displays the results of the GetApplicationStatusDetail web service.

Adding or Updating Projects That Are Associated with a Proposal

Access the Projects page.



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*.

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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 theDepartment value that is derived from the PI on the Proposal page. From the Department value, all other values on the Project page can be supplied by default.
Dept. Contact (department contact)	Select the name of the individual who is the department contact. Only the people who were added as department contacts in the Department Contact setup page will be listed on the prompt table.
Subdivision	Select the department subdivision. This is supplied from the department setup. 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 he name of the department administrator, department head, and institution officer who are associated with the project.
Department Credit	Click to enter the departmental credit percentages. The total credit percentage should not exceed 100 percent.
SPO (sponsored projects office)	Displays the sponsored projects office that is associated with the department. This value comes from the Department-General Information page (Grants, Departments, General Information).
SPO Contact (sponsored projects office contact)	Displays the name of the projects office contact of the sponsor. The SPO contact receives the Approval work item or email notification during the approval process. This value comes from the SPO General Information page (Grants, Sponsored Projects Offices, General Information).

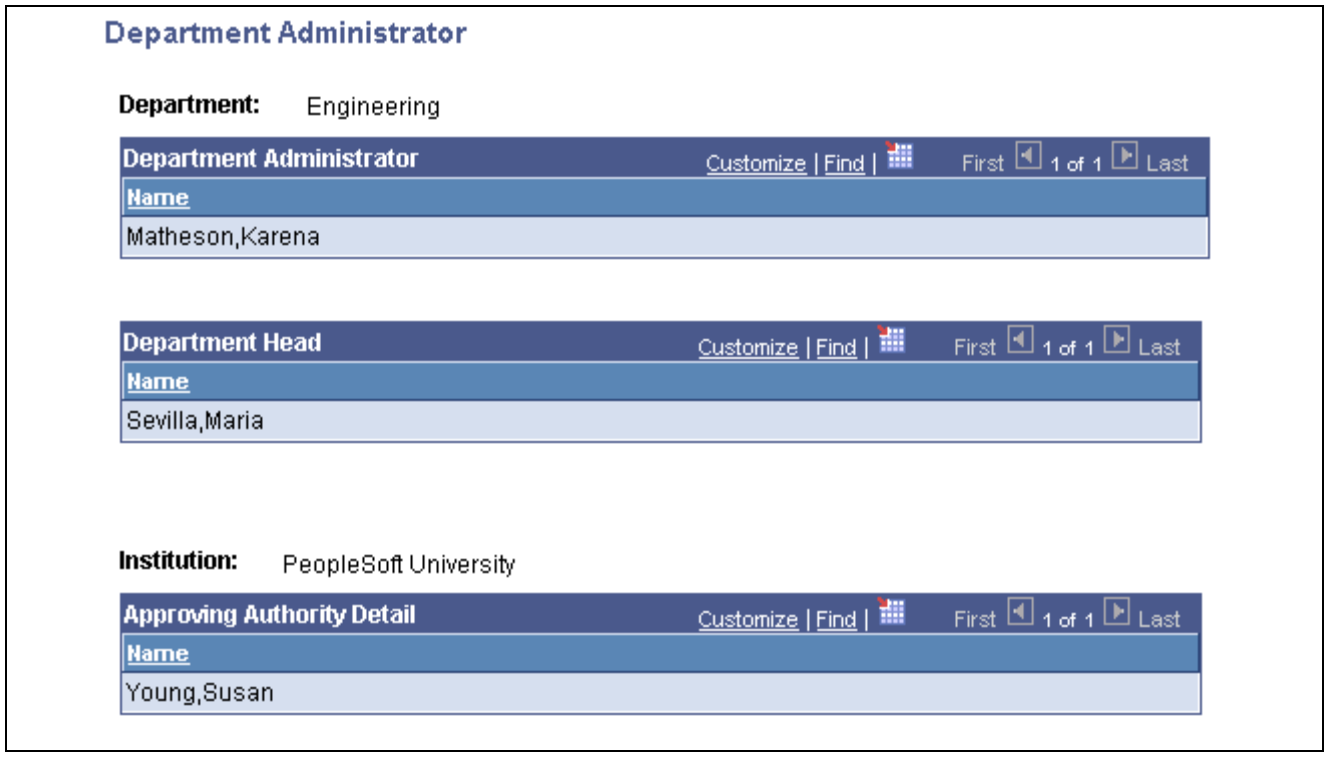
F&A Distribution

Department	Select the department that is collaborating on the project. If more than one department exists for the project, add a row for each department participating in cost sharing.
Location	Displays the location code that is associated with the department.
Comment	Click to add comments to explain departmental collaborations.
Percent Shared	Enter the respective percentage share for each department that is included in the project. The total percentage must equal 100 percent.
Percent share total all projects	Indicates the percentage of the total that is shared by all the projects.

Viewing Department Administrator Information

Access the Department Administrator page.

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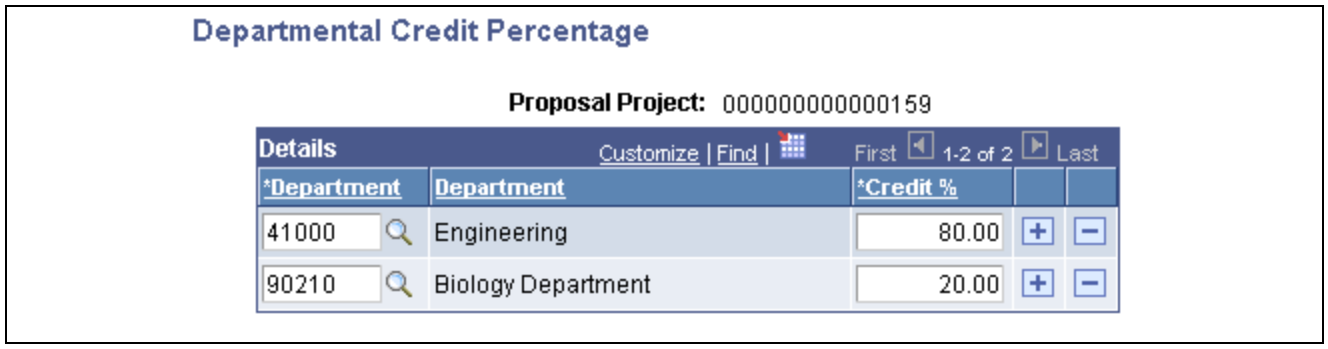


Department Administrator page

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.



Department Credit Percentage page

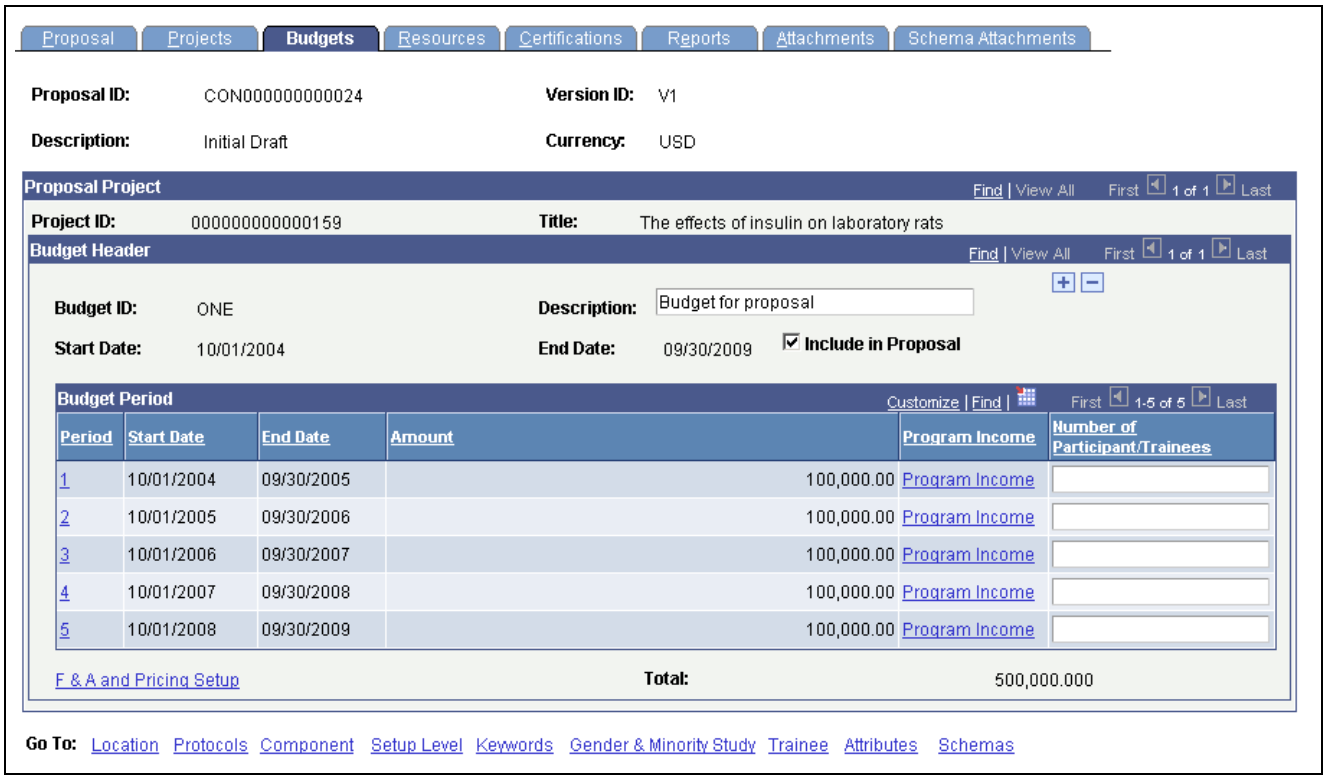
Enter each department's percentage of credit for the project. If you want to capture departmental credit at the award level, you do not need to create another project to store the departmental credit. The system creates an identical table, entered by the project ID and department ID, on the Post Award side. Enter the departmental credit percentages on this page.

Note. If you select *Primary Project* at the setup level, you can add, delete, and modify the department credit only at the Primary Project level.

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Entering Budget Header Data

Access the Budgets page.



Budges page

Budget Header

Budget ID — Displays the default budget ID of each project, which comes from the Installation Options - Grants page. This default is not at the business unit level.

Description — Displays the proposal title description, which you can change.

Start Date and **End Date** — Displays the start and end dates that you entered on the Projects page.

Include in Proposal — Select to include the budget header data in the proposal.

F&A and Pricing Setup(facilities and administration and pricing setup) — Click to access the F&A and Pricing Setup page. Enter F&A setup for the institution, sponsor, and budget.

Total — Displays the grand total for all budget periods within a project.

Budget Period

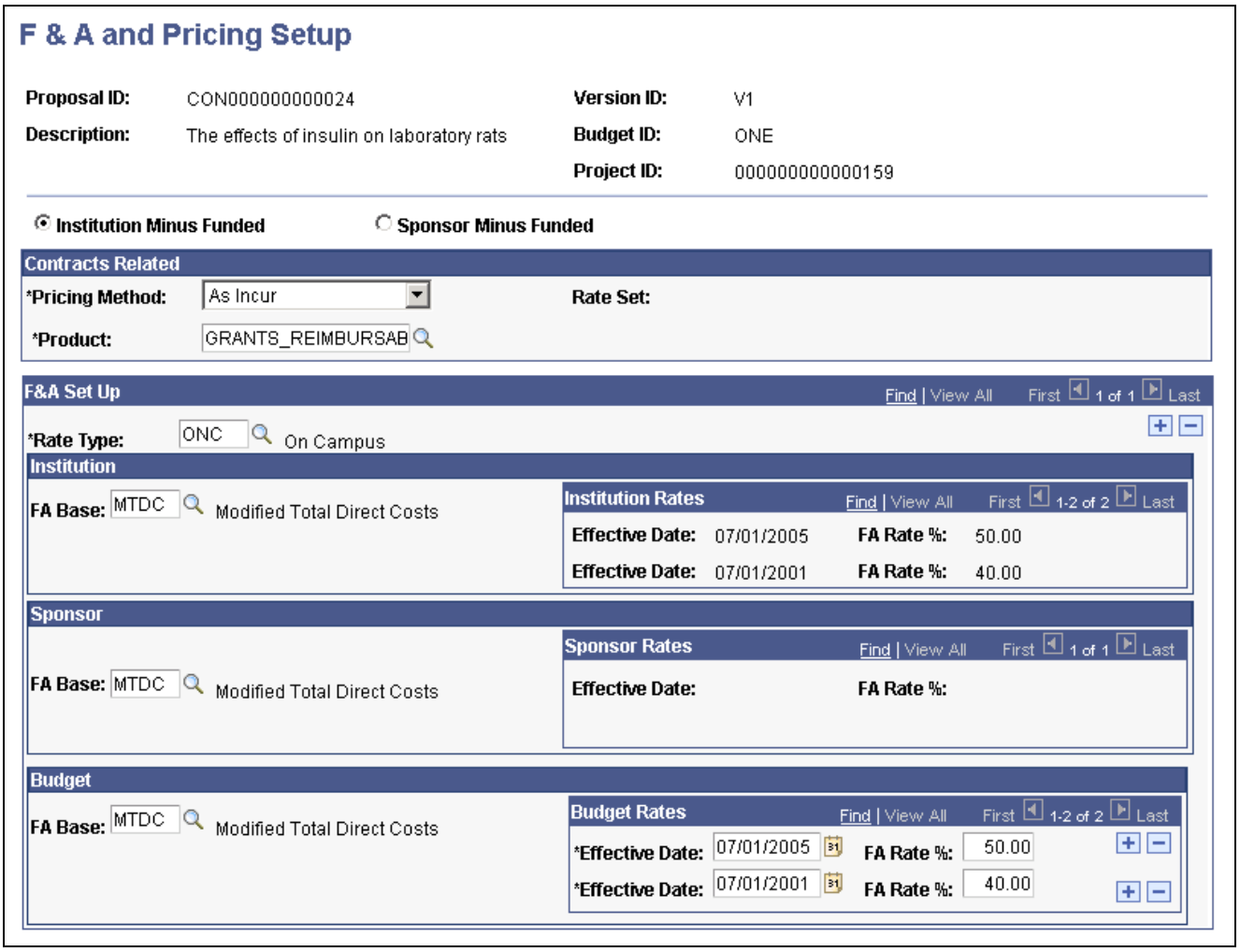
Period — Displays the budget periods. Click a period number to access the Budget Detail page and see budget detail for the period. The periods are the same as on the Proposal page. The Budget Period, Start Date End Date and Amounts fields on this grid are display only.

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Start Date and **End Date**	Displays the start and end dates that you selected for the budget periods on the Proposal page.
Amount	Displays the total amount from the Budget Detail page.
Program Income	Click to access the Program Income page, where you can enter details and comments about the program income.
Number of Participant/Trainees	Enter the number of participants, trainees, or both for the current budget period. The R&R budget form uses this number.

Setting Up F&A and Pricing

Access the F&A and Pricing Setup page.



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.

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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 because 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 PeopleSoft Contracts, you define a standard set of products; associate them with a set of attributes including pricing structure (as incurred or fixed fee), tax parameters, and accounting information; and then use the products in your contracts.

F&A Set Up

Select the F&A rate type that you want and the F&A base to which the rate is applied for the institution, sponsor, and budget. The system applies rates to the sum of the budget categories that belong to the selected F&A bases. You can insert multiple rate types for one budget ID. If the F&A base types have overlapping budget categories, the system displays a warning message.

Rate Type Select a rate type. F&A rate types are associated with sponsors, institutions, proposals, or awards. Rate types include On Campus, Off Campus, or others as identified by the institution.

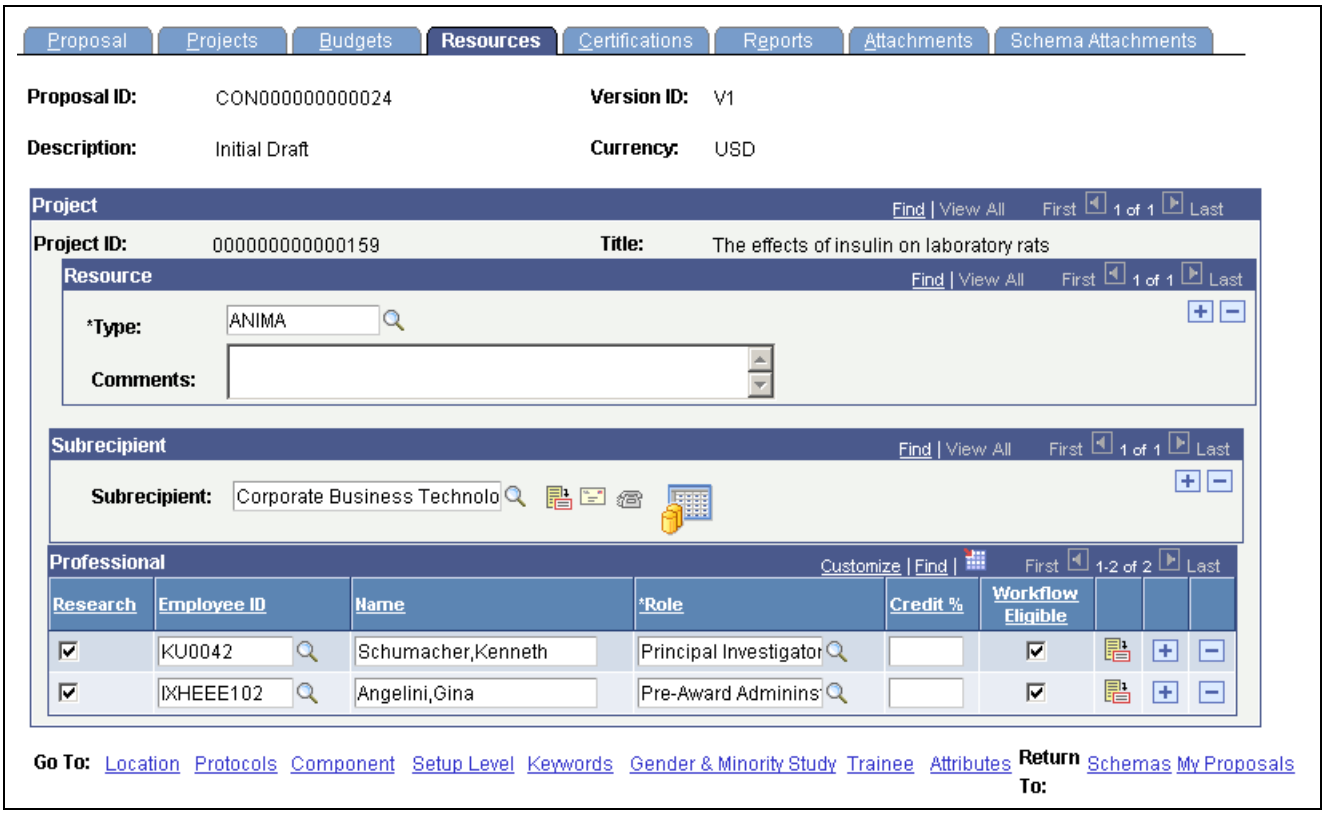
FA Base (facilities and administration base) Select an FA base rate for the institution, the sponsor, and the funded amount.

FA Rate % (facilities and administration rate percentage) Enter the F&A Rate percentages here that will be used to compute the sponsor F&A and institution F&A on the Budget Detail page (GM_BUD_LINE_SUM).

Maintaining Information About Each Resource for a Proposal Project

Access the Resources page.

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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:

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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)	None	None	None	None

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 are related to the proposal creations. Select this option if you are listing a person whose name appears on the form and is part of the project team during the project generation process. Clear this option if you are listing a person only for workflow approval process.

Employee ID Select the ID of the professional whom you want to add to the proposal.

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

Note. The name of the PI immediately appears by default in existing projects when you enter the name of the PI on the Proposal page. This occurs only in projects that have a blank grid for professionals. PI row-level security is used for professionals with a role type of *PI* in the proposal professional resources.

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

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- Secretarial/Clerical
- Co-Mentor
- Co-PI
- Department Head
- Graduate Students
- Key Personnel
- Mentor
- Other
- Pre-award Administrator
- Principal Investigator
- Post Doctoral Associates
- Senior Staff
- Undergraduate Students

Credit % Enter the internal individual credit. The sum of the credit percent on all the rows cannot exceed 100 percent.

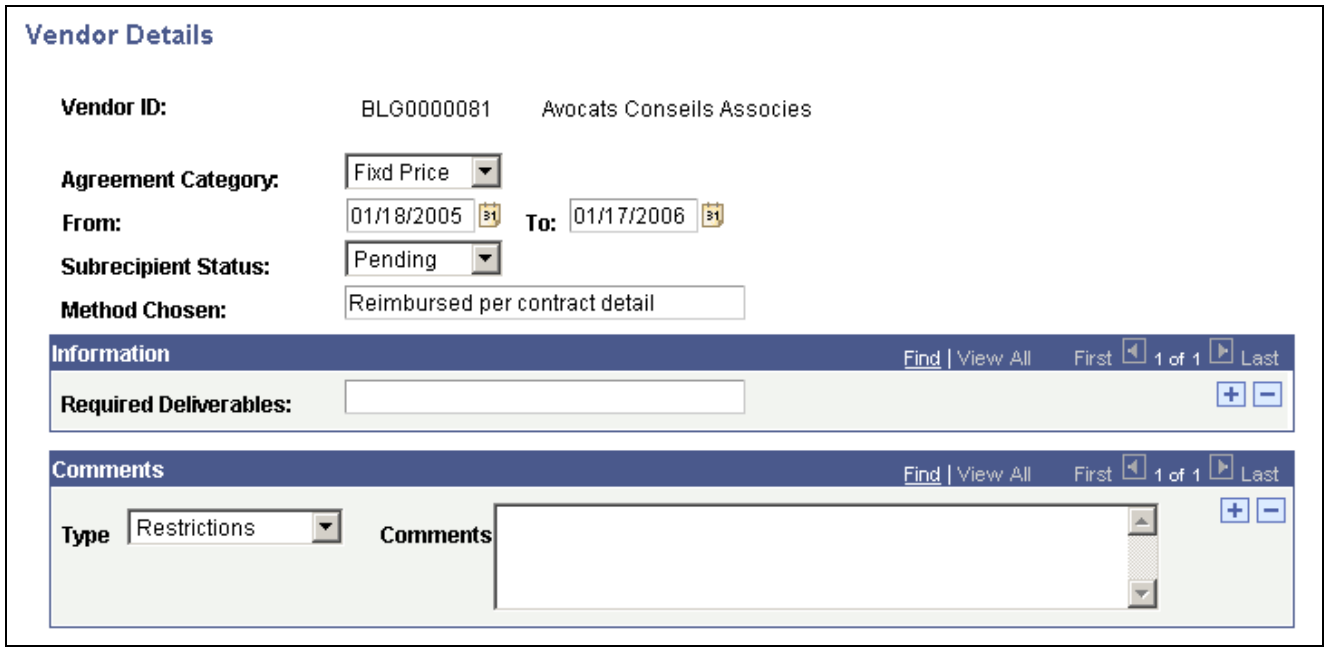
Workflow Eligible Select to indicate whether the professional is eligible to receive workflow. The selection is supplied by default from the professional's personal data.

See Also

Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," Maintaining Subrecipients, page 149

Entering Agreement Details for Subrecipients

Access the Vendor Details page.



Vendor Details page

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Enter details regarding the agreement with the subrecipient.

Agreement Category Select an agreement category. Values include:

- *Cost Reimb*
- *FP Fee*
- *Fixed Price*
- *N/A*
- *Other*

Subrecipient Status Select a status. Values include:

- *Full Exec*
- *Holding*
- *Not Accept*
- *Not Award*
- *Other*
- *Pending*
- *Terminated*

Method Chosen Enter information into this open text field. You can enter the method that is used to select the subrecipient or spell out payment procedures for the subrecipient. You can define this field any way that you want.

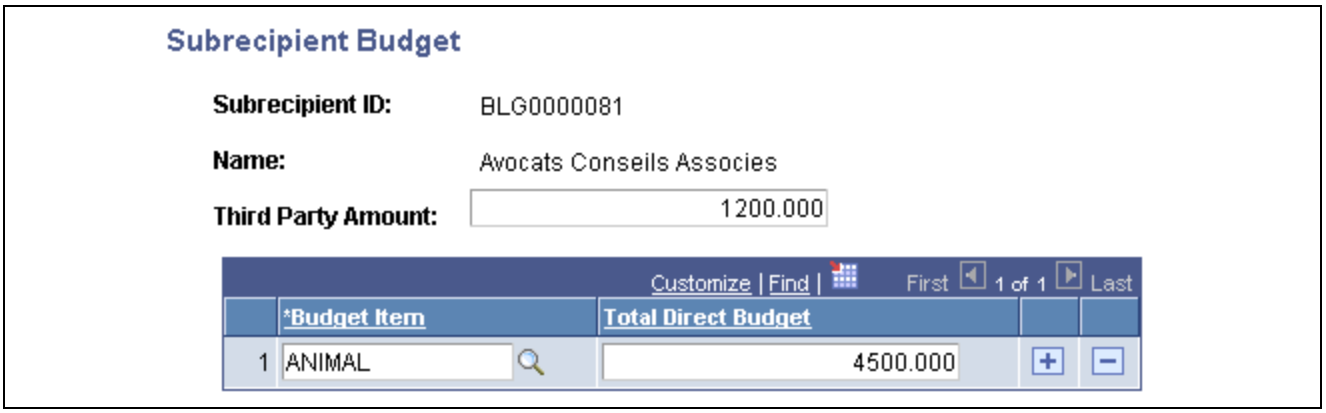
Type Select a type. Values include:

- *Justification*
- *Other*
- *Restrictions*
- *Statement of Work*
- *Terms & Conditions*

Entering Budget Information for Subrecipients

Access the Subrecipient Budget page.

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Subrecipient Budget page

Third Party Amount Enter the amount of a third-party contribution, if any.

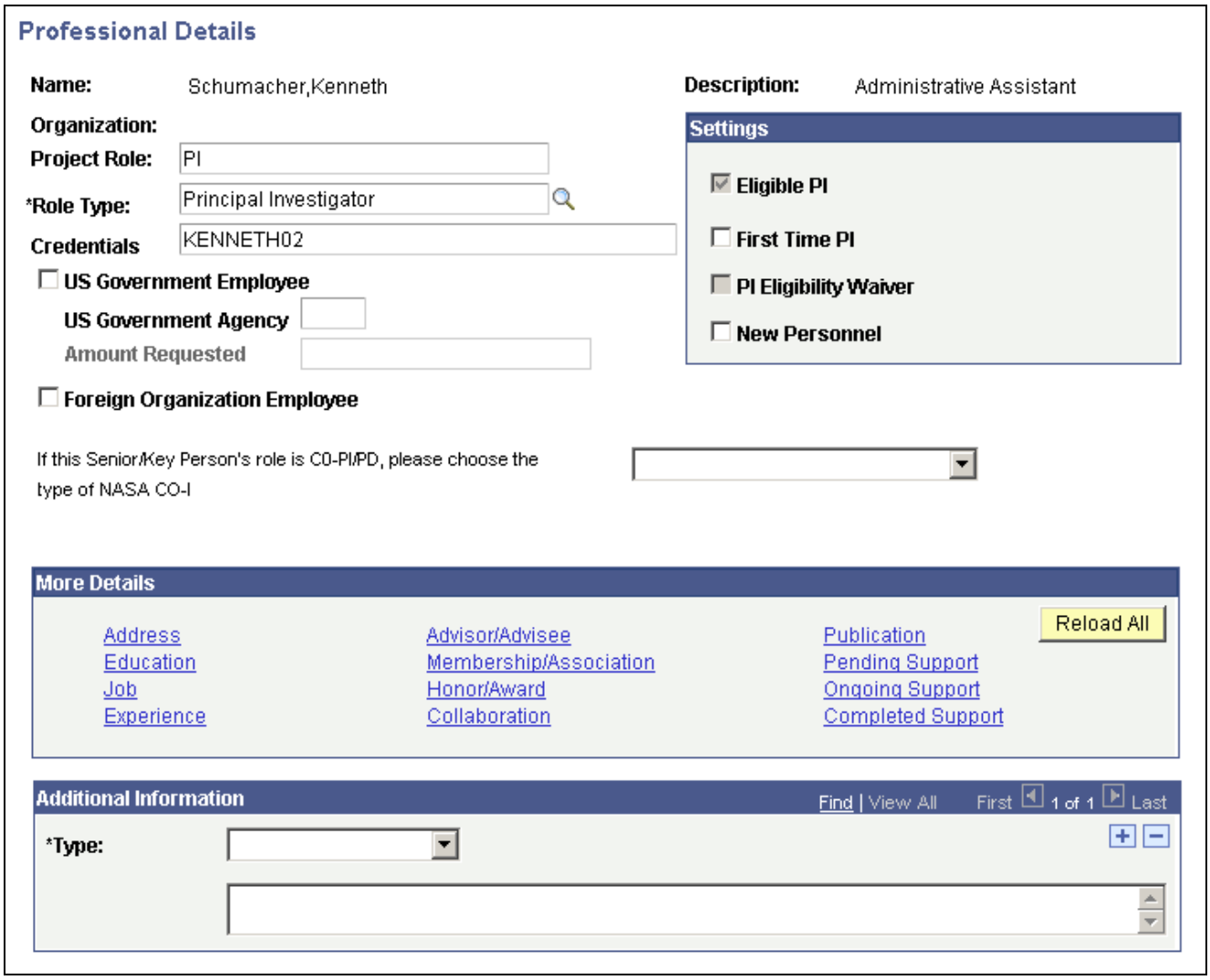
Budget Item Select the each subrecipient budget item.

Total Direct Budget Enter the total direct budget amount for each subrecipient budget item.

Adding Proposal Professional Details

Access the Professional Details page.

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Professional Details page

This page contains links that provide access to the professional data maintenance pages. On most of these pages, you can click Load to insert all existing information for professionals from their profiles. You can then delete specific lines or reorder the list so that the most appropriate entries for this proposal or project are at the top. This enables you to adapt the professional's biosketch for a particular proposal. Click Reload All to insert the existing information on all the pages at once instead of individually.

Organization Displays the organization name for professionals with ID numbers and professional profiles in the system. The organization information for the individual maps to the Key Personnel section on PHS 398, page BB for individuals marked as key personnel types (*PI, Co-PI,* and *Key Personnel).*

Project Role Enter the professional's position title for the project.

Role Type Select the role that the professional plays in the project. Values are *Co-PI, Key Pers* (key personnel), *Other, Authorized Person,* and *PI.*

Note. If you select *Authorized Person,* the employee can access the proposal, but the employee's name does not print on any proposal forms.

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Credentials	Enter credentials. This field is available only for PI, CoPI, and Key Personnel roles.
US Government Employee	Select if the professional is a US Government Employee. If you select this check box, Foreign Organization Employee is unavailable.
US Government Agency	Enter the name of the US Government Agency if you selected the US Government Employee check box.
Amount Requested	Enter the amount that was requested from the US Government.
Foreign Organization Employee	Select if the professional is a foreign organization employee. If you select this check box, the US Government Employee check box and related fields are unavailable.
Eligible PI, First Time PI, PI Eligibility Waiver, and **New Personnel**	Select all check boxes that apply to the professional's role in the project. If the role is *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	Click to link pending support information with the professional. The proposal status must be in one of the following statuses before you can load data onto the Pending Support page. • *Institution Approved* • *Awarded; Pending* • *Draft* • *Pending Funding* • *Pending Approval* **Note.** The system loads only proposal information into the Professional Pending Support page from proposals that are in the *Submitted* status.
Ongoing Support and **Completed Support**	Click to link active and past support information for a professional. For you to add information regarding current support, the proposal status must be in the *Awarded* status.

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Note. PeopleSoft Grants enables you to refer to other proposals that you have entered into the system that have a status of *Pending*. You cannot enter other support data if it is not already in the system.

When you load current support information for the PI from the Resource page (GM_PROPOSAL_RES), the award must have the 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 Personnel page if you have run the award generation process. If you create a *blue bird* award (an award without a proposal to initiate it), personnel information does not appear by default in the project workbench. You must then enter all personnel information manually.

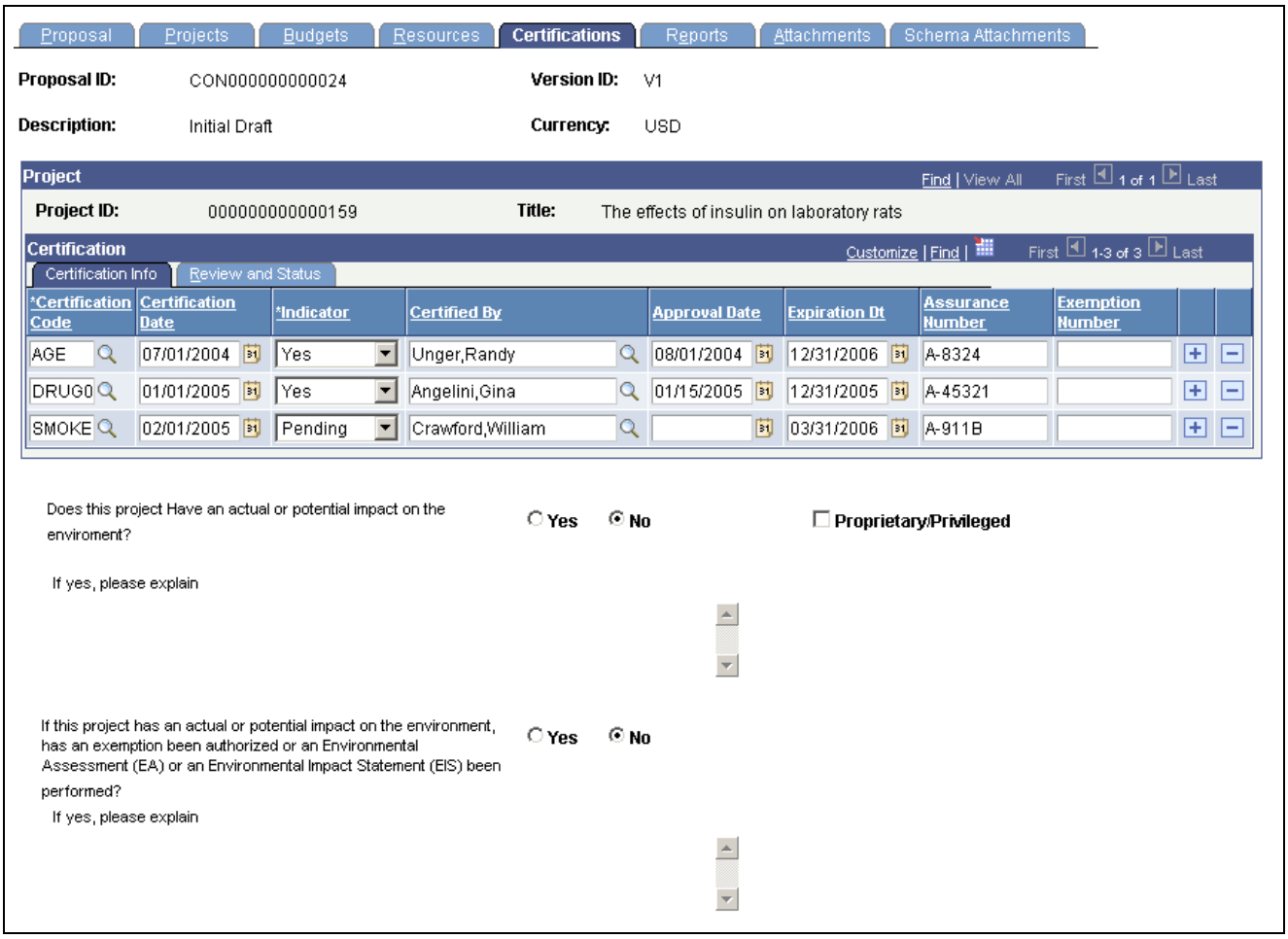
See Also

Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," Setting Up and Maintaining Professional Data, page 135

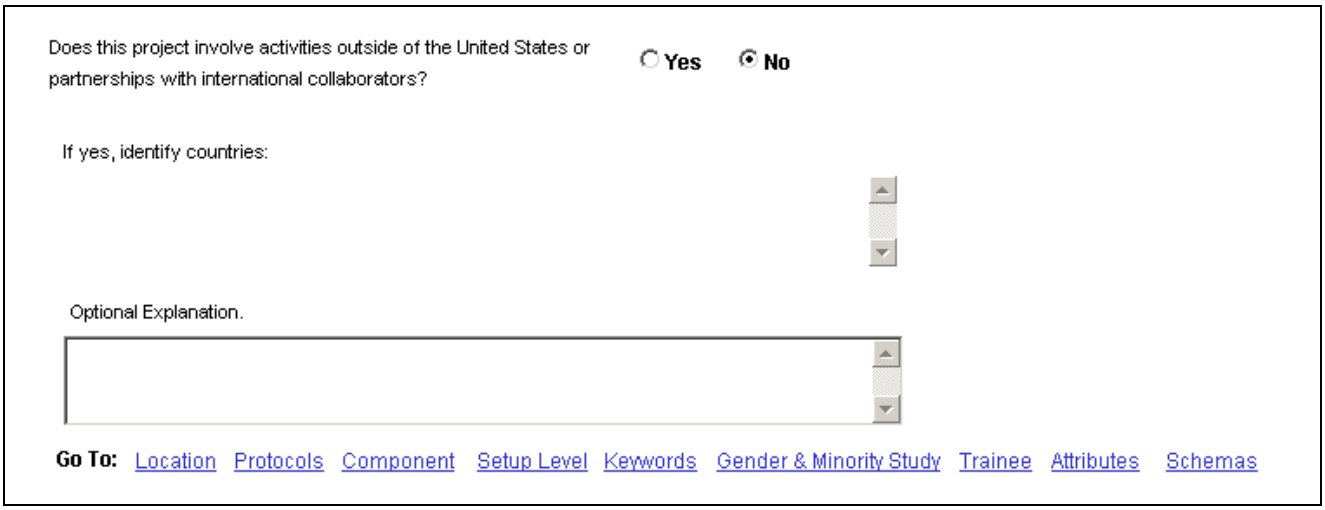
Maintaining Proposal-Specific Certifications

Access the Certifications page.

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Certifications page (1 of 2)



Certifications page (2 of 2)

This page provides a central data storage location for all relevant proposal-specific certifications. You can enter multiple certifications for each proposal project. Certification values that appear on this page are based on the PI and the institution that is associated with the PI that you select on the Proposal page. You can add comments in the explanation fields when you select Yes to a question.

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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. We deliver 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* (proprietary/privileged information)
- *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 *N/A, No, Pending,* and *Yes.*

Certified By Select the name of the person who authorized the certification.

Approval Date Select the date on which the certification was approved.

Expiration Date Select the date on which the certification expires. The generate process brings this date forward to the award.

Assurance Number Enter the assurance number that is associated with the certification.

Exemption Number Enter the exemption number that is associated with the certification.

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Review and Status

Full Review and **Expedited Review**
Select one or both of these check boxes to indicate that the certification has been reviewed. These check boxes apply only to the values of *Animal Care* and *Human Subjects.* You can, however, select them for other types of certifications.

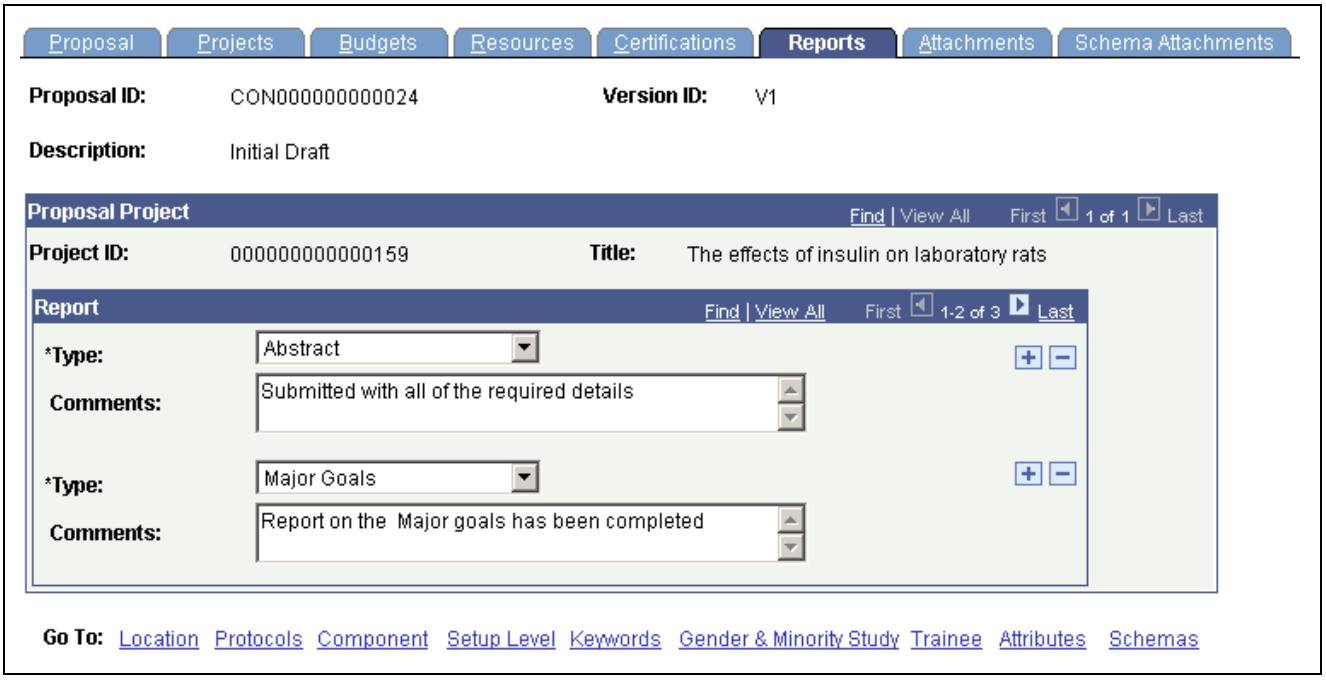
Changed Since Prev Submission (changed since previous submission)
Select to indicate whether any changes have been made since the previous submission. This field applies to inventions and patents (INVPT) only.

Previously Reported
Select to indicate that the certification has been previously reported. This field applies to INVPT (inventions and patents) certification code only.

Add Comments
Click to add comments.

Setting Up PeopleSoft Grants Report Types for a Proposal Project

Access the Reports page.



Reports page

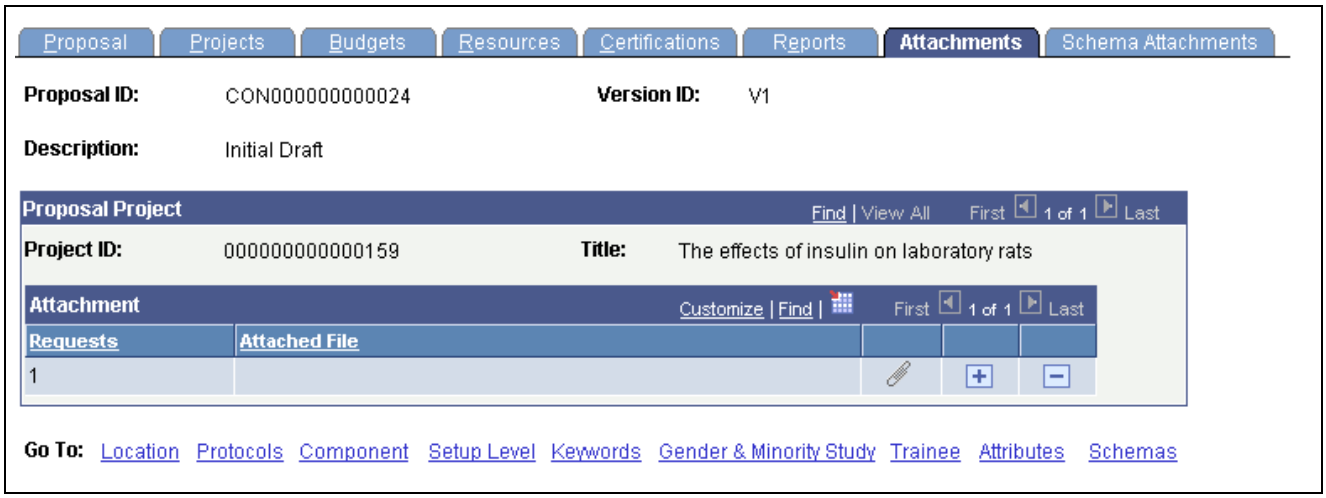
Type and **Comments**
Select a report type, and then add any comments about the report. You can add rows to enter additional report types. Values include *Abstract, Major Goals,* and *Progress Report Summary.*

Comments that are associated with the *Abstract* and *Major Goals* report types appear in the description box on the PHS 398 proposal form.

Linking Documents to a Proposal Project

Access the Attachments page.

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Attachments page

This page helps you keep track of documents that the researchers prepare, such as statements of objectives and methods, budgets, and personnel information. You can attach multiple documents to the proposal.



Click the Add Attachment button to attach a document to the proposal.

Note. The system does not track changes to external documents. Freezing a proposal does not freeze external documents that are associated with the proposal.

Browse Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button.

Upload Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button.



Click the Delete Attachment button to delete a document. This button appears only after you attach a document to the page.

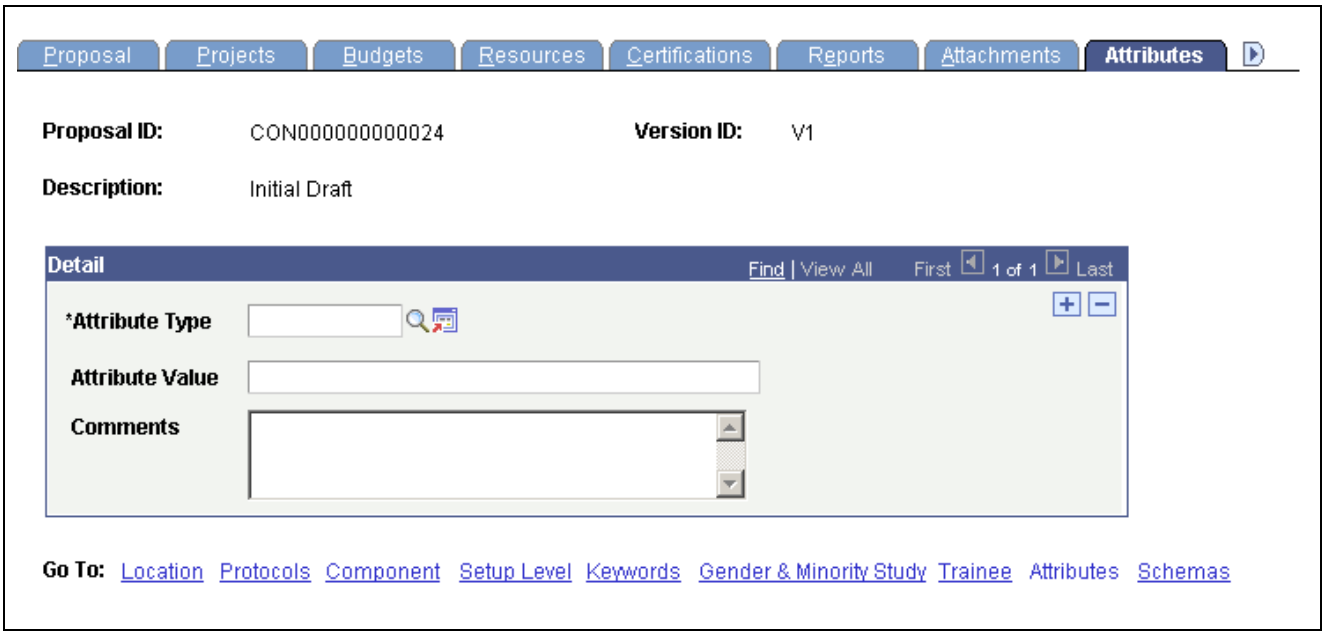


Click the View Attachment button to view the attachment. This button appears only after you attach a document to the page.

Entering Proposal Attributes

Access the Attributes page.

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Attributes page

Select an attribute type, and then enter a value (either numeric or character), as well as any comments.

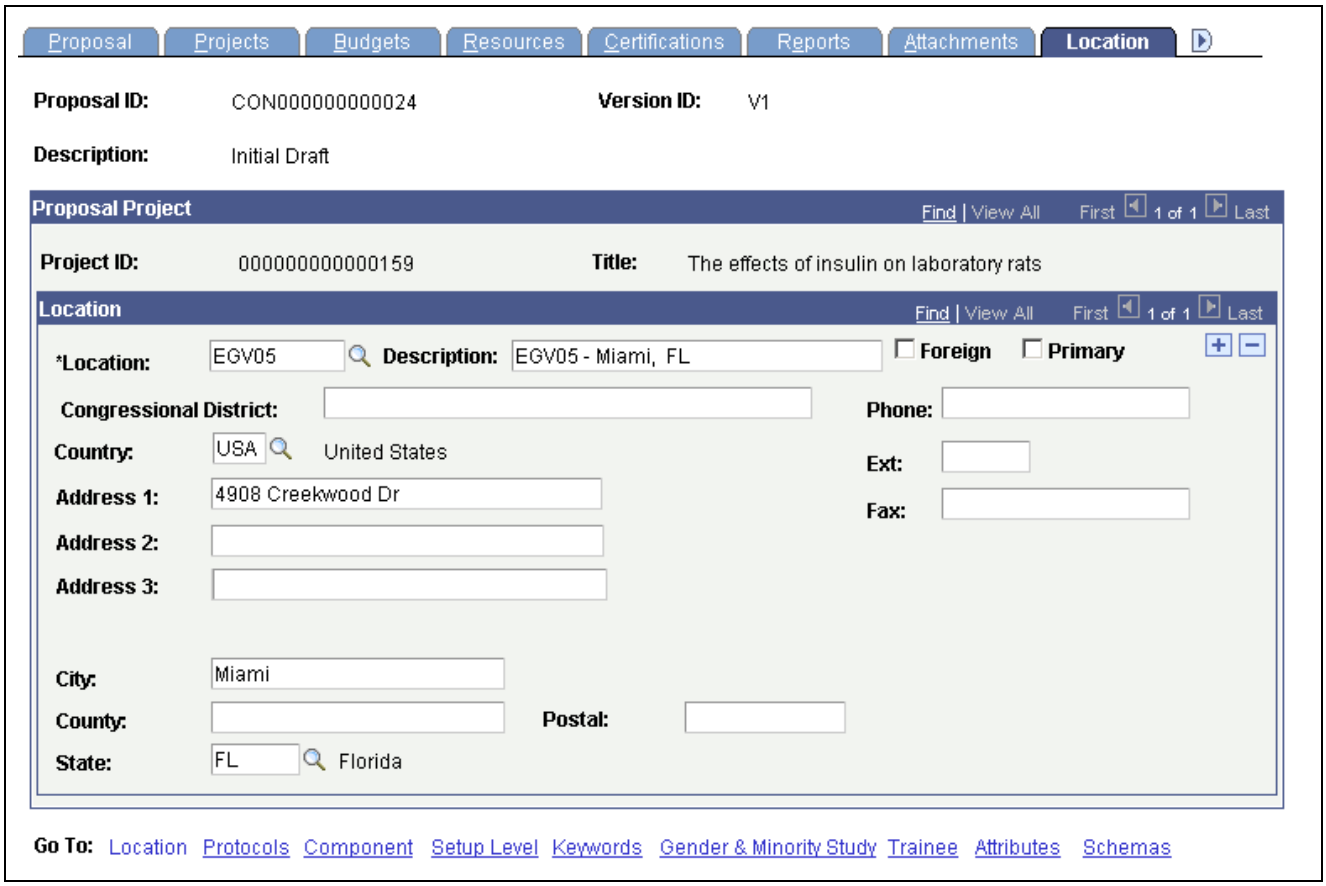
Add Attribute Click to access the Attribute Type page and enter additional attribute codes. The system stores attributes in the Attribute Type control page. Attributes can be anything that you want to track in a proposal.

See Chapter 5, "Structuring PeopleSoft Grants," Creating the Institution Attribute Type, page 73.

Maintaining Address Information for Each Project Within a Research Proposal

Access the Location page.

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Location page

This page stores address information for each project within a research proposal as well as information concerning where the research for a project is conducted. This information maps to page BB on the PHS 398 form as performance sites.

Location Select a code to display the information from the location control table. When you select a site, the system populates the address information fields. You can also add new locations and enter information in the specific address and phone fields.

Foreign Select to indicate that this location is outside the country of the institution.

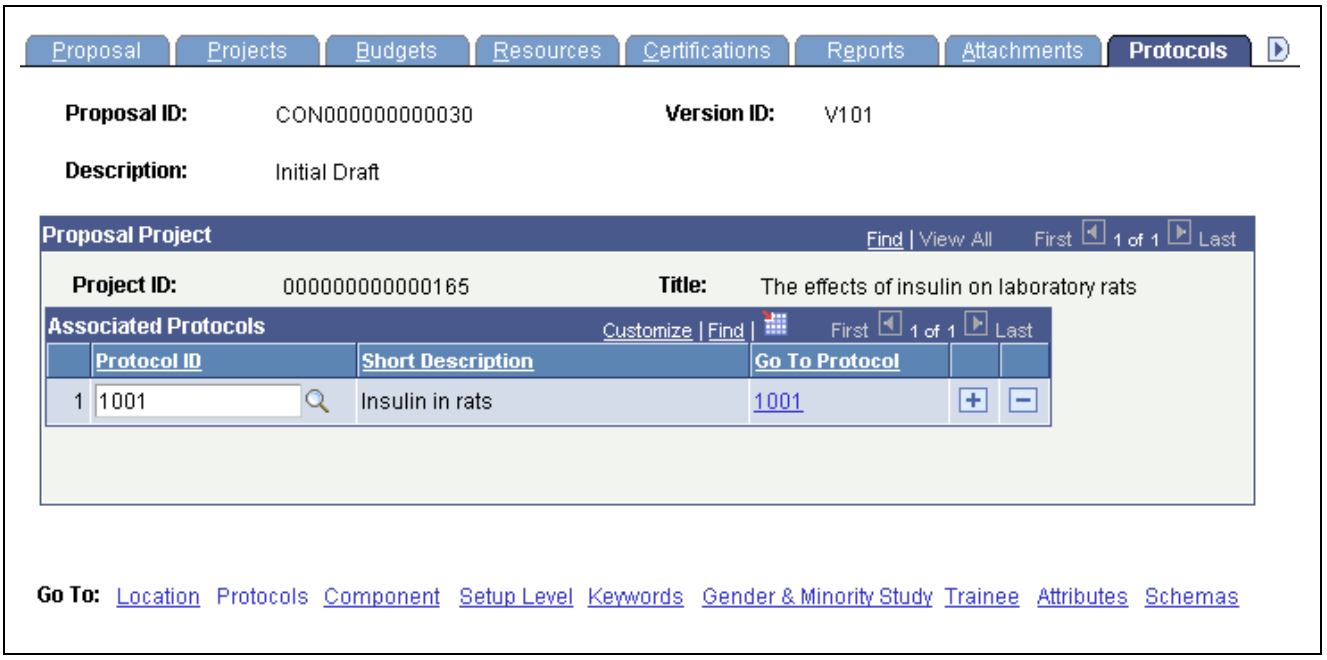
Primary Select to indicate that this location is the primary location. Each proposal can have only one primary location. The primary location exists on the primary project. The system sets the first location on the primary project as the primary location.

Congressional District Enter the congressional district for the primary project location.

Entering Protocols

Access the Protocols page.

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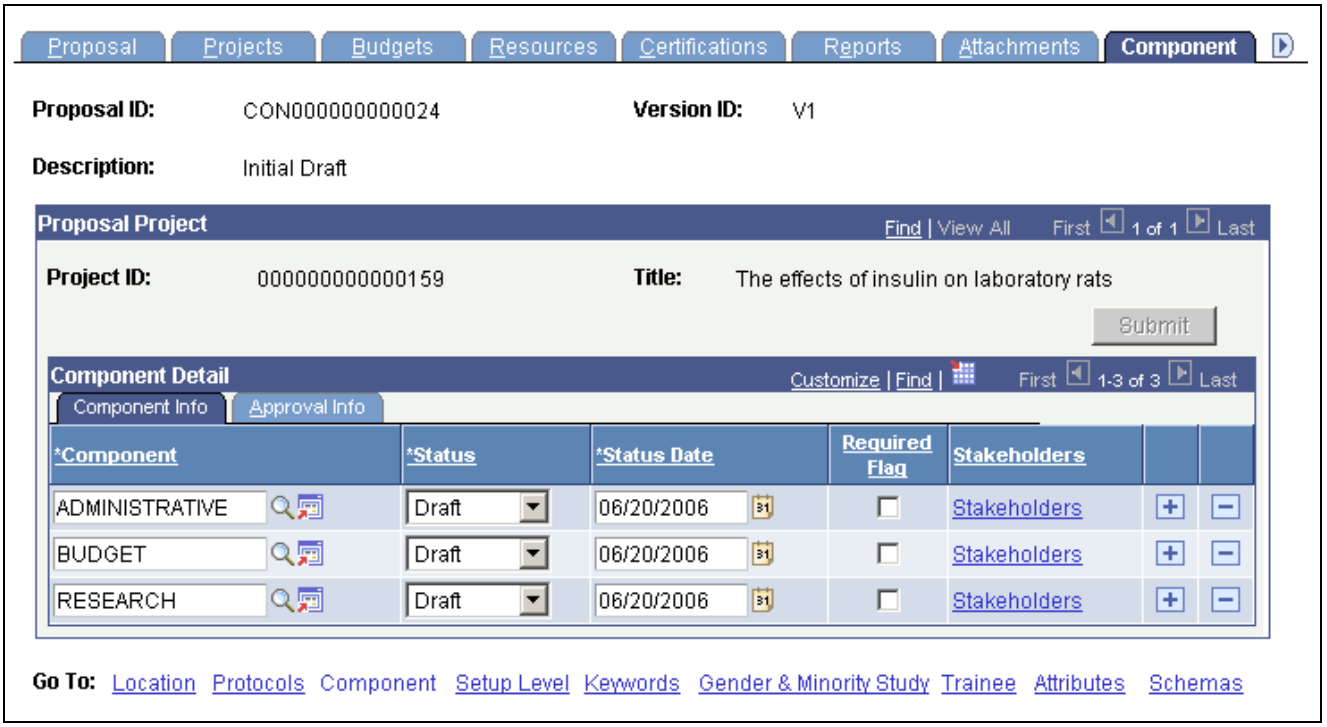


Protocols page

Select a protocol from the Protocol ID field to associate a protocol with a proposal. The protocol must have at least one protocol version approved for you to attach the protocol header to the proposal. Click the Go To Protocol link to view the Protocol header.

Tracking the Status of Proposal Components

Access the Component page



Component page

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Each proposal can have multiple components. The Workflow component approval setup determines the Component Detail rows. You can program the Proposal Component to add to or delete from the proposal project automatically or manually, depending on the criteria that you set up in Proposal Component Approval rules. You establish these rules in the Common Workflow Approval/Notification Setup page. The component is added to the project if the criteria is entered or deleted, or if the proposal, project, or budget is updated, and criteria is no longer true. You cannot delete any Proposal component that was added programmatically. You can add or delete a Proposal component manually for an additional approval process.

Note. If you select *Primary Project* at the setup level, you can add, delete, and modify the Component only at the Primary Project level.

Component Select the name of the component. This is a user-defined value.

See Chapter 5, "Structuring PeopleSoft Grants," Defining Proposal Components, page 91.



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

Approval Hierarchy Click to view roles in the approval process. All information in this page is display-only. Values that are displayed on this page are from the Common Workflow Approval/Notification Setup page.

Approval Status/History Click to view the current approval process and its history.

Submit This button is active if the component status is *Send back* and the current user has the role of Approver Initiator or Grants Super User, or if the component is added after the approval workflow has started. You can click the Submit button to submit the current component, or click the Submit button on the project level, which will submit all the components within the project for approval.

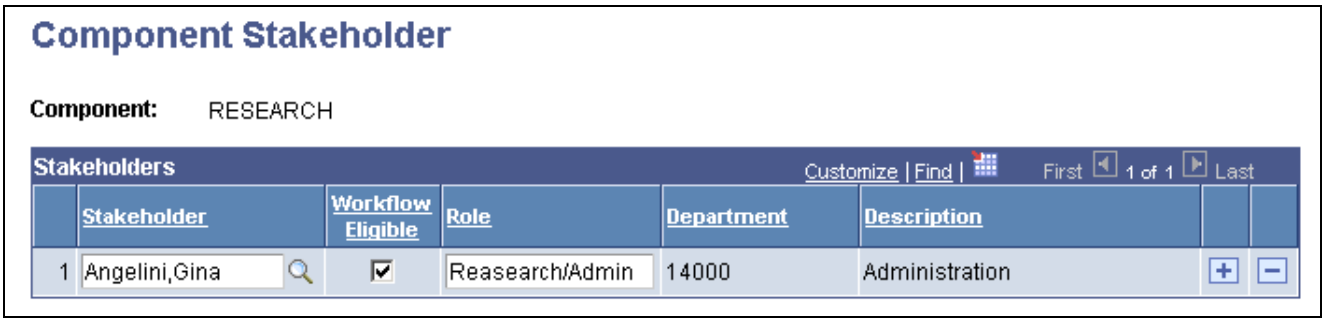
See Also

Appendix E, "PeopleSoft Grants Reports and Forms," page 411

Entering Component Stakeholders

Access the Component Stakeholder page.

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Component Stakeholder page

Enter multiple stakeholders for each Proposal component. The stakeholder bears responsibility for reviewing each component.

Stakeholders

Stakeholder Select the name of the stakeholder.

Workflow Eligible Select this option if the stakeholder is eligible to receive workflow items.

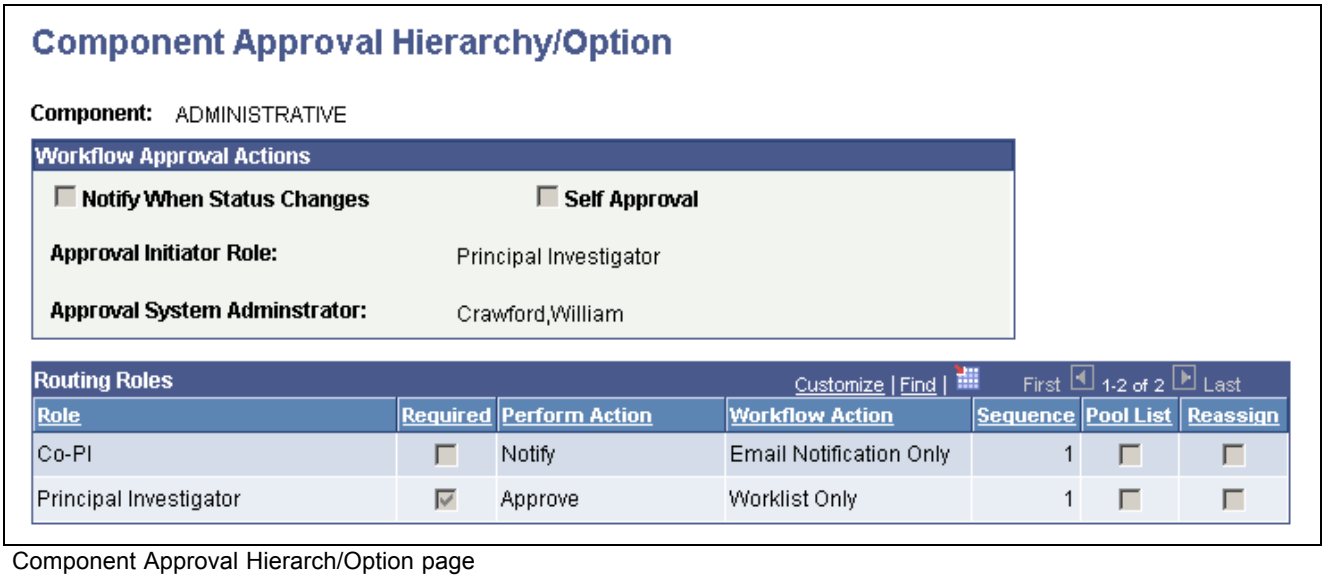
Role Enter a role—such as *PI, Co-PI, Department Chair,* or *Technician*— for each stakeholder.

Department and **Description** Information in these fields appears by default from the department contact table, which stores the relationship between professionals and their associated departments.

Note. Components are user-defined, so you can track items that have not been delivered as part of system data. The data that we provide in this documentation represents examples only. You can also use components to implement configured workflow processes.

Reviewing Component Approval Hierarchy

Access the Component Approval Hierarchy/Option page.



Component Approval Hierarch/Option page

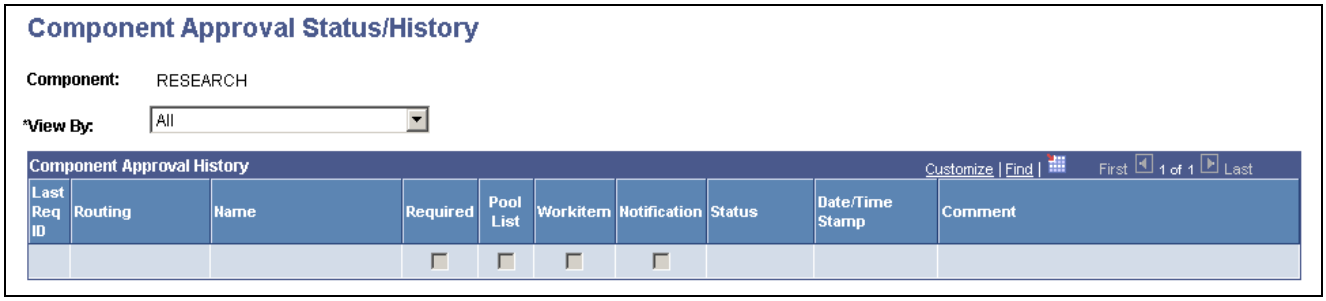
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View the roles that are related to the approval process. Information on this page is display-only and cannot be modified. Information on this page is viewed from the common workflow Approval/Notification Setup page.

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 page

View By Select display options for the Component Approval History grid. Values include *All, Notification Only,* and *Workitem only.*

Component Approval History

Last Req ID(last requested identification) Displays a system-generated value field. It shows the sequence in which the system generated the workitem or notification.

Routing Displays the role of the approver or reviewer. Values may include *Originator, Administrator,* and *Stakeholder.*

Name Displays the name of the person who performs the action.

Required Selected if the person is a required approver or reviewer.

Pool List Selected if you require only one person from this role to perform an action. The system drops the workitem from other persons in the role when one person performs an action.

Workitem Selected if the approver receives a worklist.

Notification Selected if the approver receives an email notification.

Status Displays the user's action status. Values include *Submitted, Notified, Approve, Reassigned,* and *Send Back.* The column is empty if the user has not taken action.

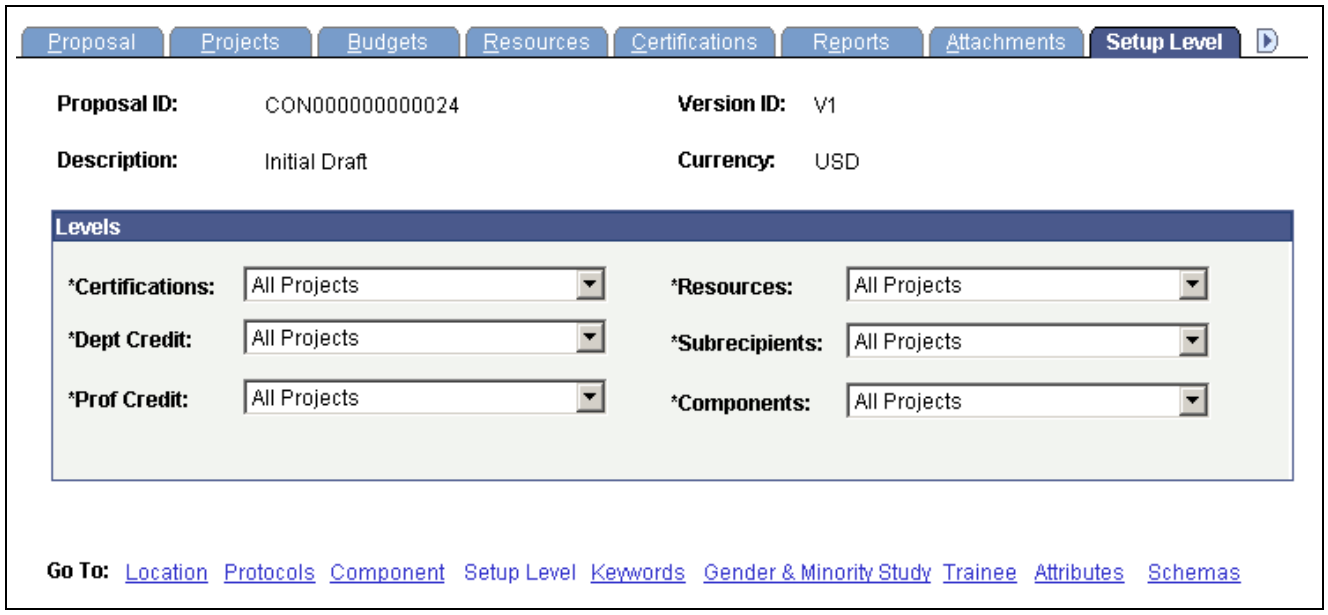
Date/Time Stamp Displays the time and date of the action.

Comment Displays comments that were entered by the approver.

Identifying Setup Levels

Access the Setup Level page.

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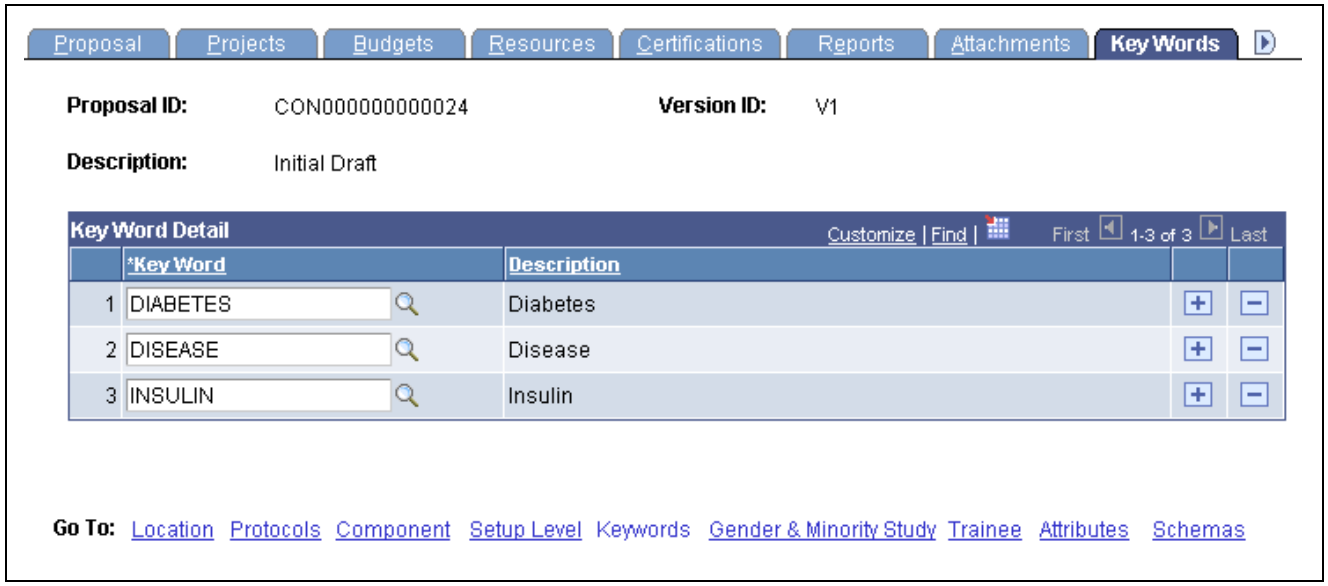
Setup Level page

Use this page to set up the certification, resource, department credit, subrecipient, professional credit, and component levels. The business unit setup value is supplied by default. If you set the value at the All Projects level, then all components are submitted for approval. If you set the value at the Primary Project level, then only the components within the primary project are submitted for the approval process. When you generate the award these values come forward based on the setup values of all projects or the primary project.

Note. If you select *Primary Project,* you can add, delete, and modify objects only at the Primary Project level. If you select *All Projects,* you can add, delete, and modify objects for all the projects with the proposal.

Linking Key Words to a Proposal

Access the KeyWords page.



Key Words page

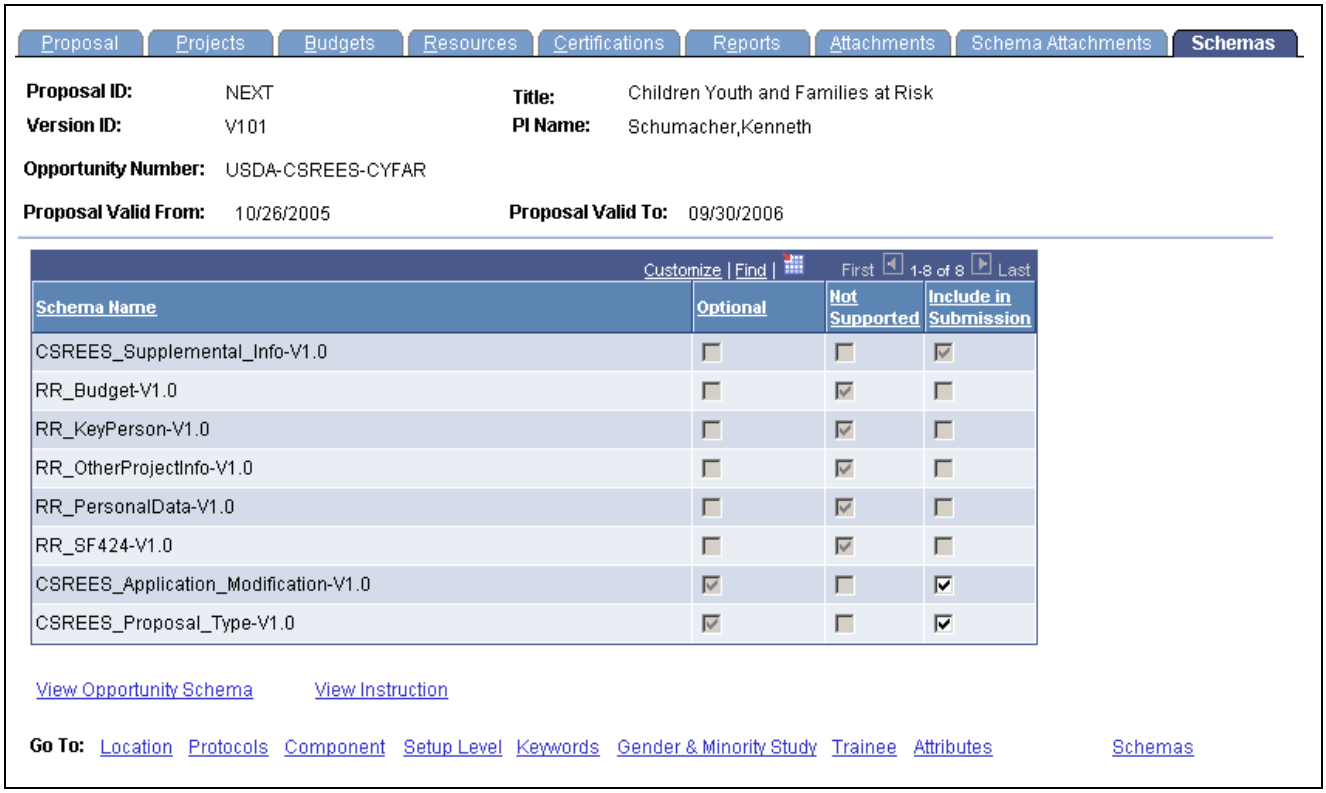
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You define key words in a control record that is populated during implementation. You can use these entries to track proposals by subject category (such as *cell biology, electrical engineering,* and *cancer*) and to link multiple science codes to a project (as required by Transaction Set 194).

Key Word Click the Look up button to select a value from the list of available key words. The PI that you select on the Proposal page determines the values that are included on this page.

Managing Grants.gov Schemas

Access the Schemas page.



Schemas page

Use this page if you electronically submit proposals to Grants.gov. When you create a proposal from an opportunity that you selected on the Get Opportunity List page, the system populates the Proposal Valid From and Proposal Valid To fields and lists on this page the schemas that are related to the opportunity.

Optional Selected if the schema is optional. If the check box is not selected, the schema is required. You cannot change the selection.

Not Supported Selected if the schema is not supported by PeopleSoft Grants. If this check box is not selected, the schema is supported. You cannot change the selection.

Include in Submission

- Selected if the schema is supported and required. You cannot change this selection.
- Cleared if the schema is not supported. You cannot change this selection.
- Selected if the schema is supported and optional. You can change this selection.

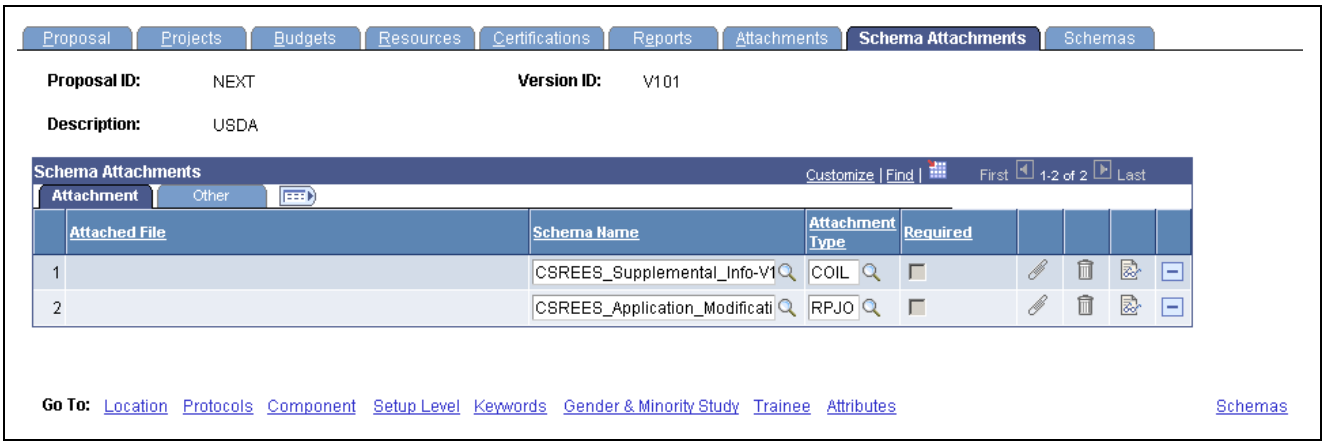
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View Opportunity Schema Click to view the opportunity schema on the Grants.gov website.

View Instruction Click to view the instructions on how to apply for this opportunity on the Grants.gov website.

Adding Schema Attachments to a Grants.gov Proposal

Access the Schema Attachments page.



Schema Attachments page

Use this page if you electronically submit proposals to Grants.gov. When you create a proposal from an opportunity that you selected on the Get Opportunity List page, the system lists on this page the required attachments that are related to the schemas. Optional attachments are included if you selected this option on the Installation Options - Grants page.

Attached File Displays the name of the file that you attached. You must attach a file for each required attachment.

Schema Name Lists the names of the schemas that are associated with the proposal. A schema may appear more than once if different types of attachments are associated with the schema.

Attachment Type Lists the type of attachment that is associated with the schema. You associate attachment types with schemas on the Schema page.

Required Selected if the schema attachment is required. This is display-only.

Empl ID Select an employee ID. This field is available when the attachment type that is defined on the Attachment Type page requires an empl ID.

Budget Period Select a budget period. This field is available when the attachment type that is defined on the Attachment Type page requires a budget period.

Federal Total Enter the total federal funds that are included in the attachment. This field is available when the attachment type that is defined on the Attachment Type page requires a federal fund total.

Non Federal Total Enter the total nonfederal funds that are included in the attachment. This field is available when the attachment type that is defined on the Attachment Type page requires a nonfederal fund total.

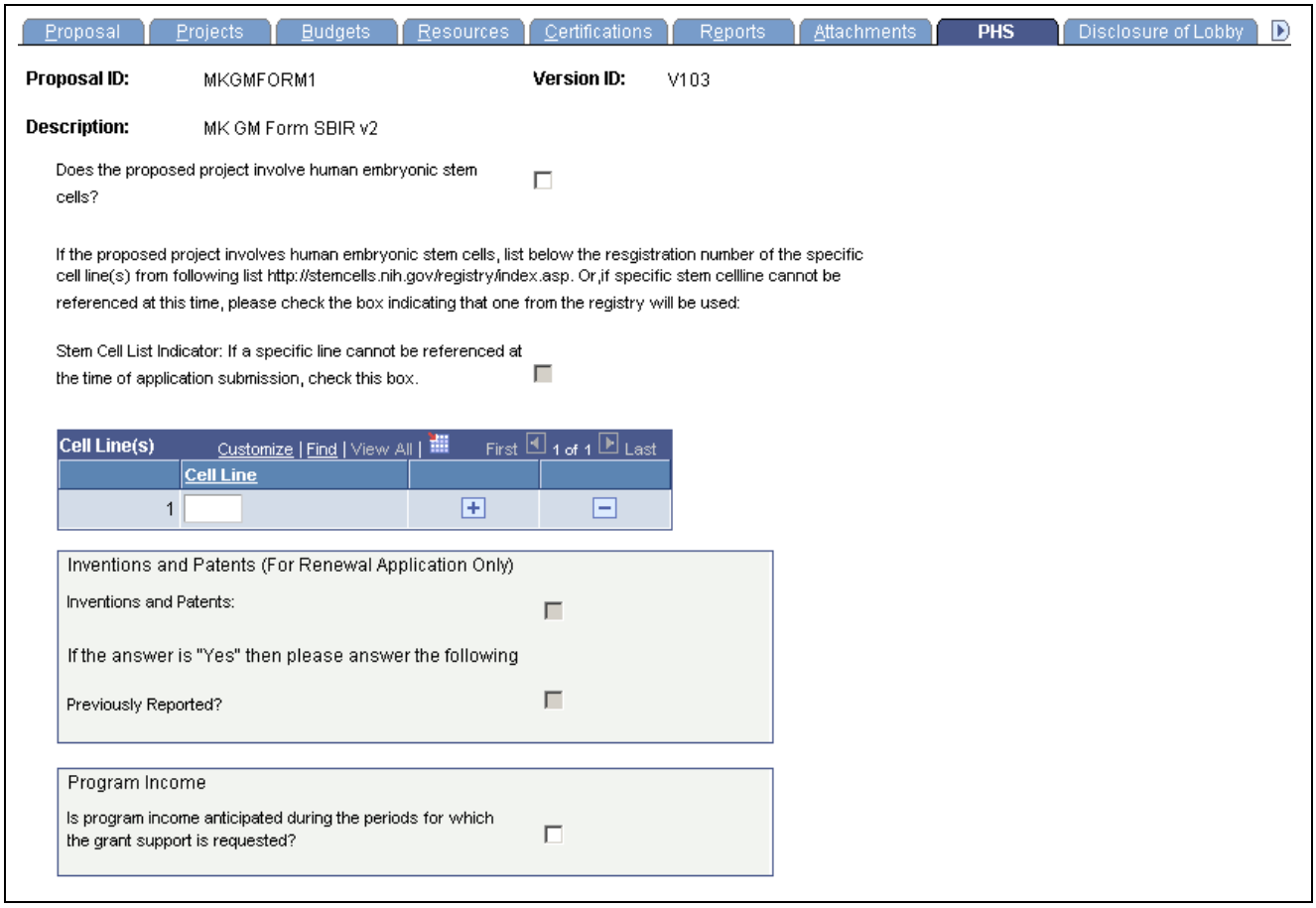
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See Also

Chapter 5, “Structuring PeopleSoft Grants,” Establishing Proposal Controls, page 88

Adding PHS Details to a Grants.gov Proposal

Access the PHS page.



PHS page

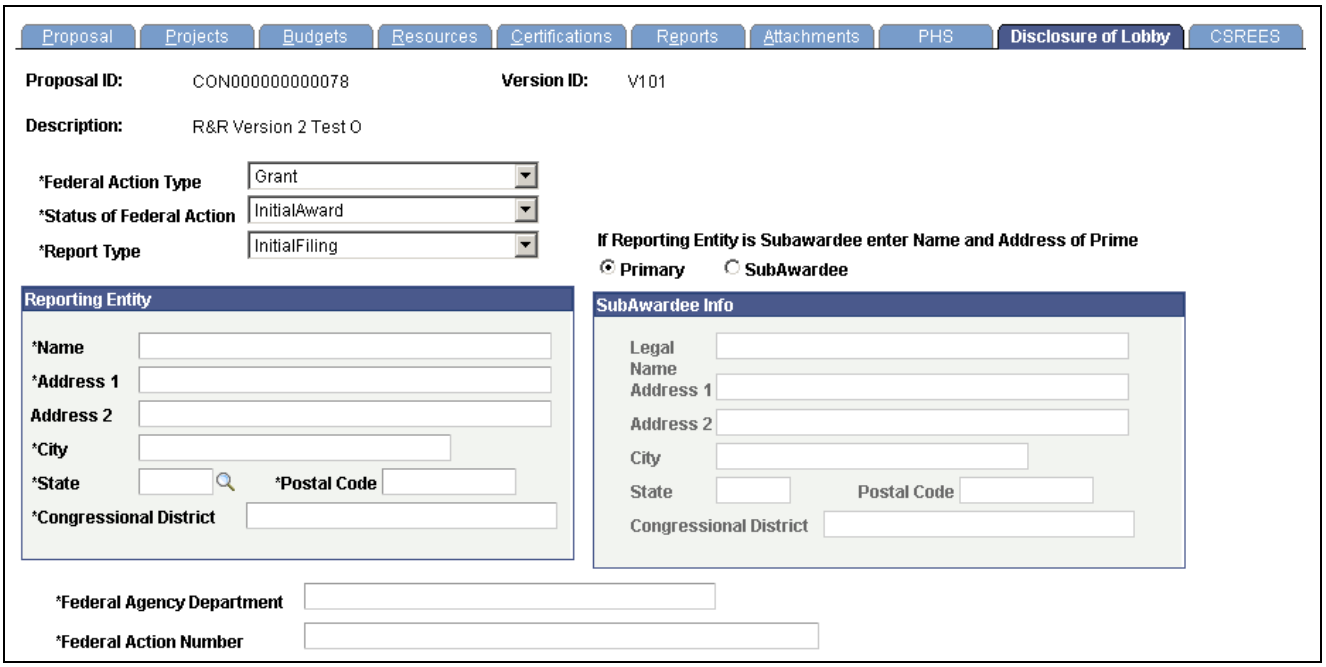
This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_PHS1.

Indicate whether the proposed project involves embryonic stem cells, and enter the name of the cell line. If the specific line cannot be referenced, select the appropriate box and the grid becomes unavailable.

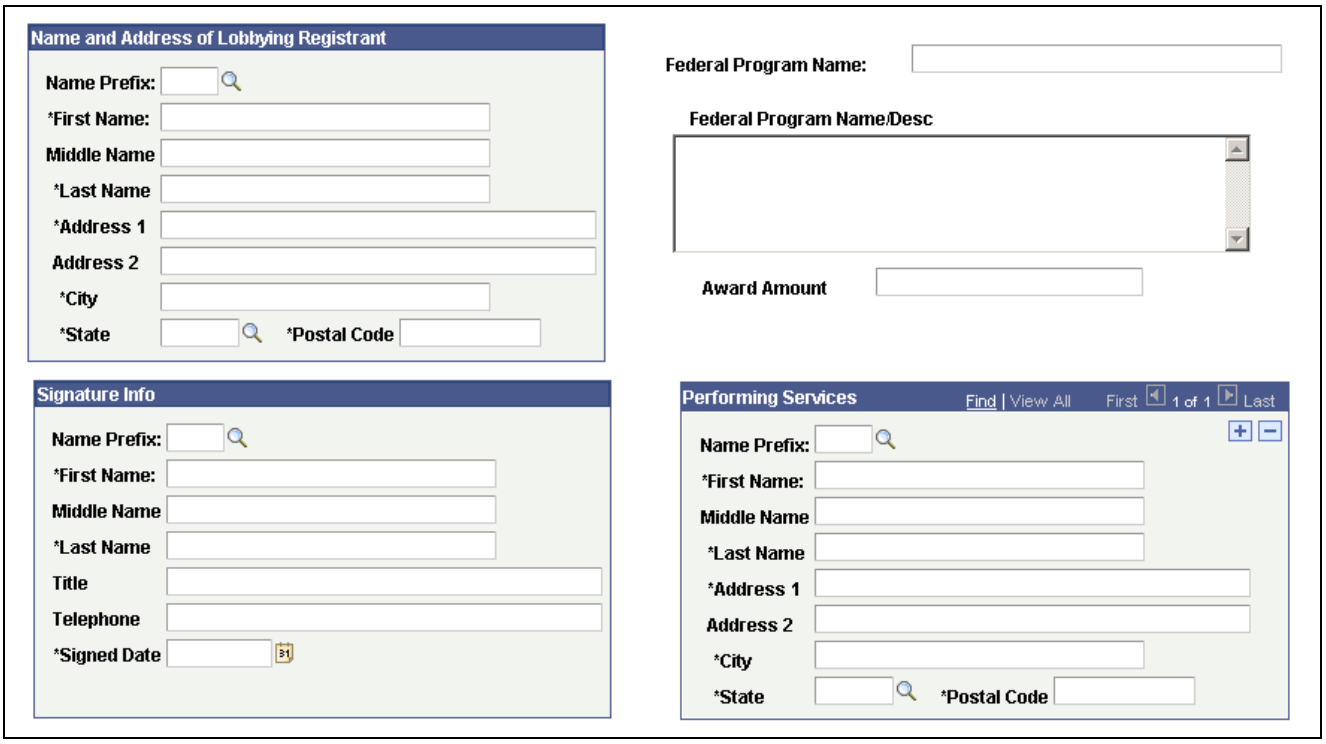
Adding Lobbying Disclosure Details to a Grants.gov Proposal

Access the Disclosure of Lobby page.

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Disclosure of Lobby page (1 of 2)



Disclosure of Lobby page (2 of 2)

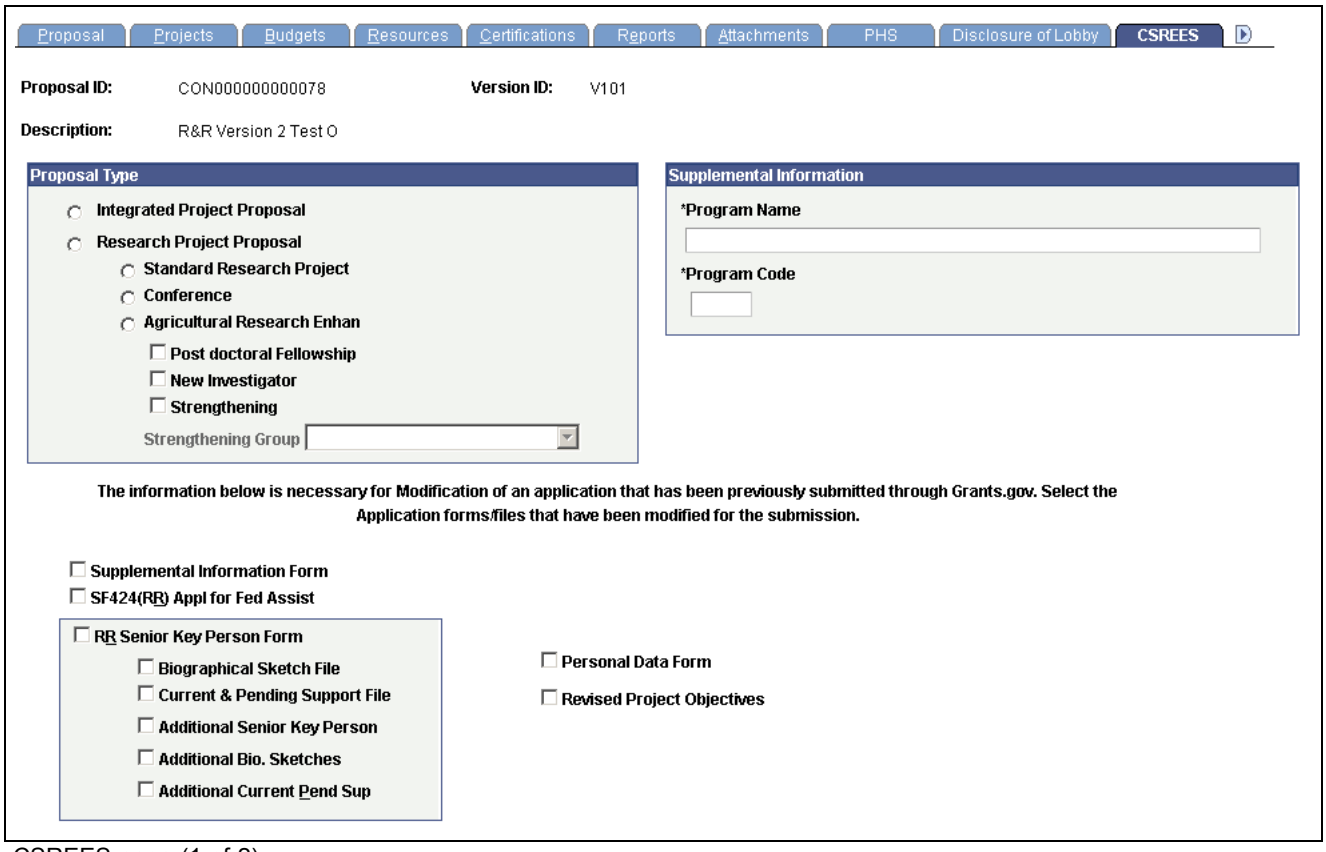
This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_DISC_LOBBY.

Enter information about lobbying activities.

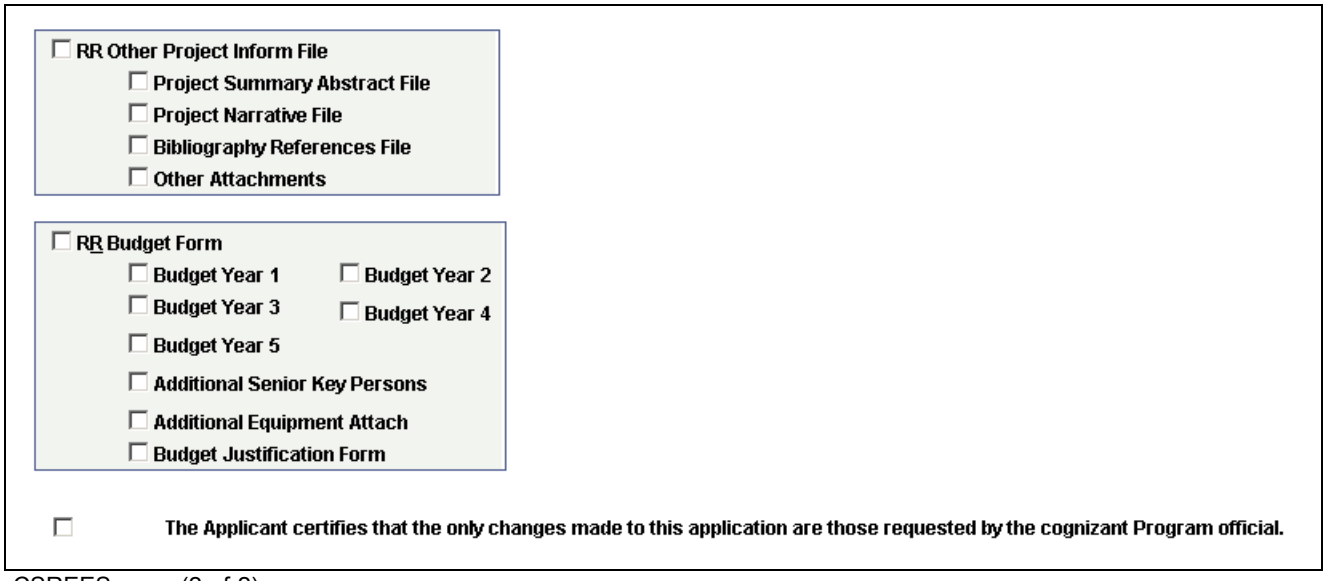
Adding CSREES Details to a Grants.gov Proposal

Access the CSREES page.

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CSREES page (1 of 2)



CSREES page (2 of 2)

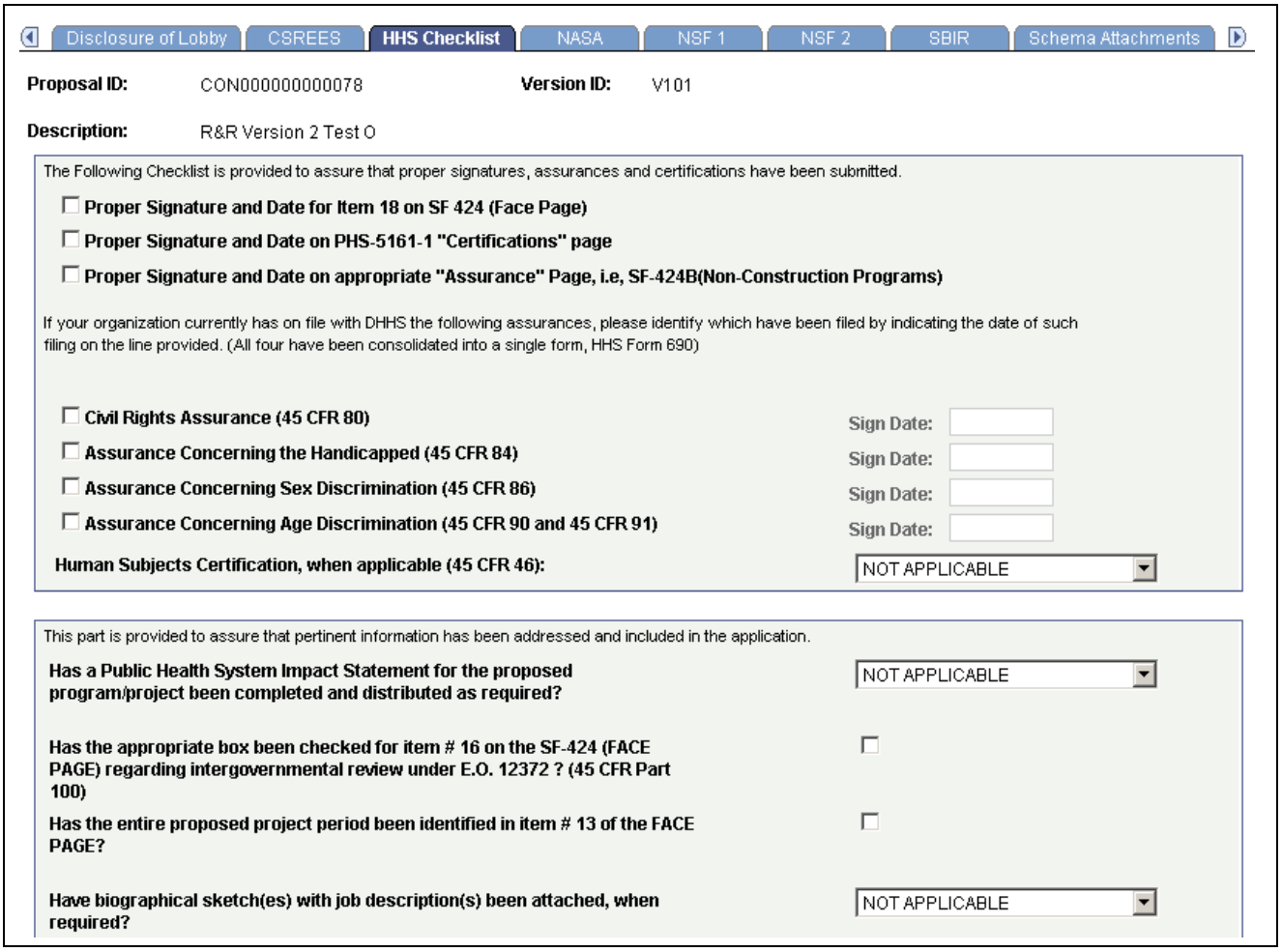
This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_CSREES_MOD.

Enter information about CSREES proposals.

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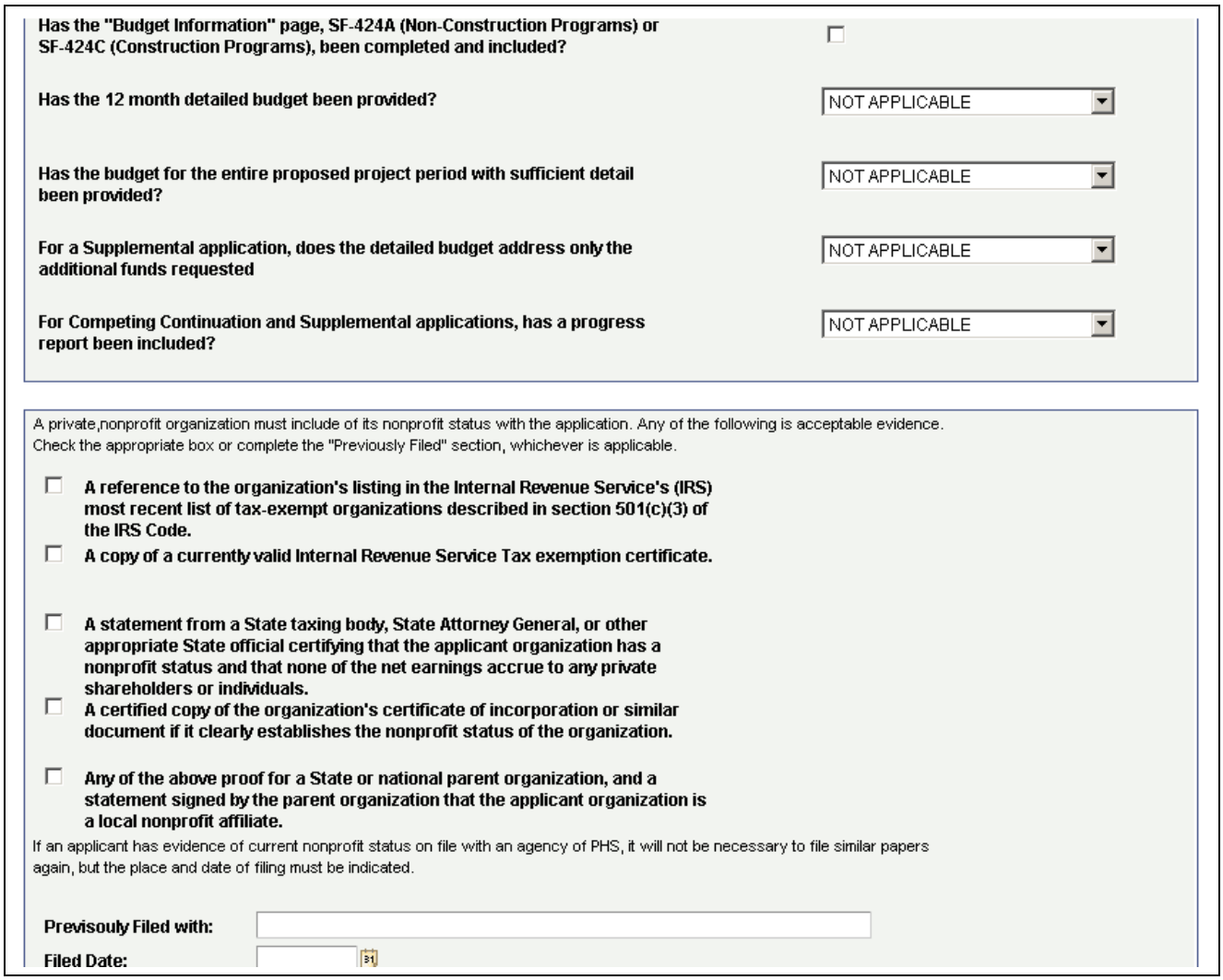
Adding HHS Checklist Details to a Grants.gov Proposal

Access the HHS Checklist page.



HHS Checklist page (1 of 2)

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HHS Checklist page (2 of 2)

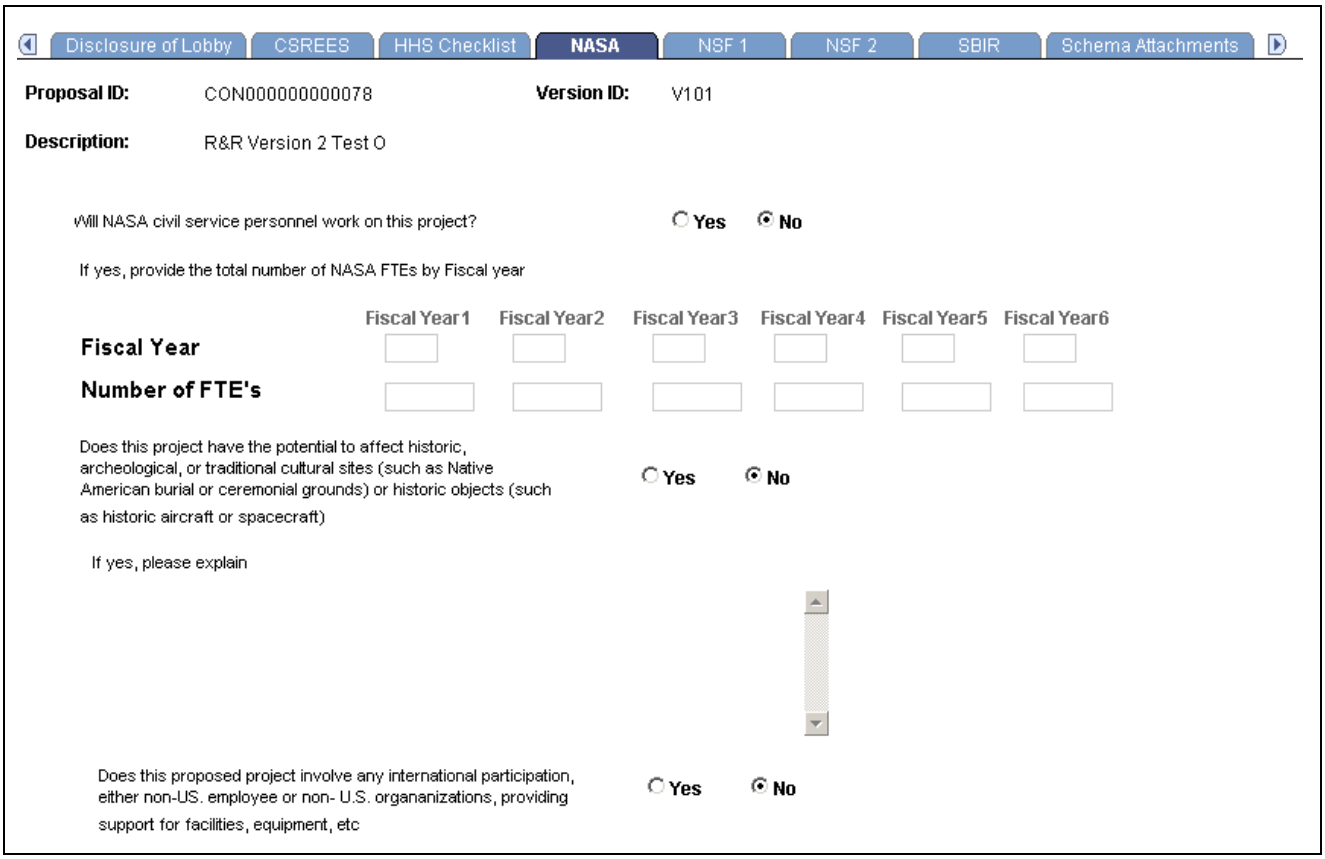
This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_HHS_CHKLST.

Enter information about Health and Human Services proposals.

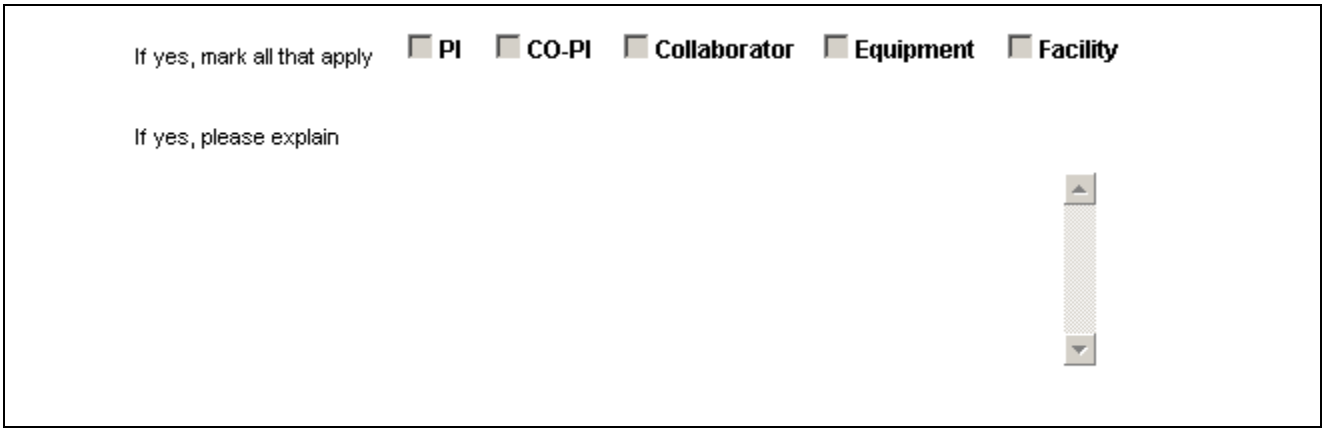
Adding NASA Details to a Grants.gov Proposal

Access the NASA page.

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NASA page (1 of 2)



NASA page (2 of 2)

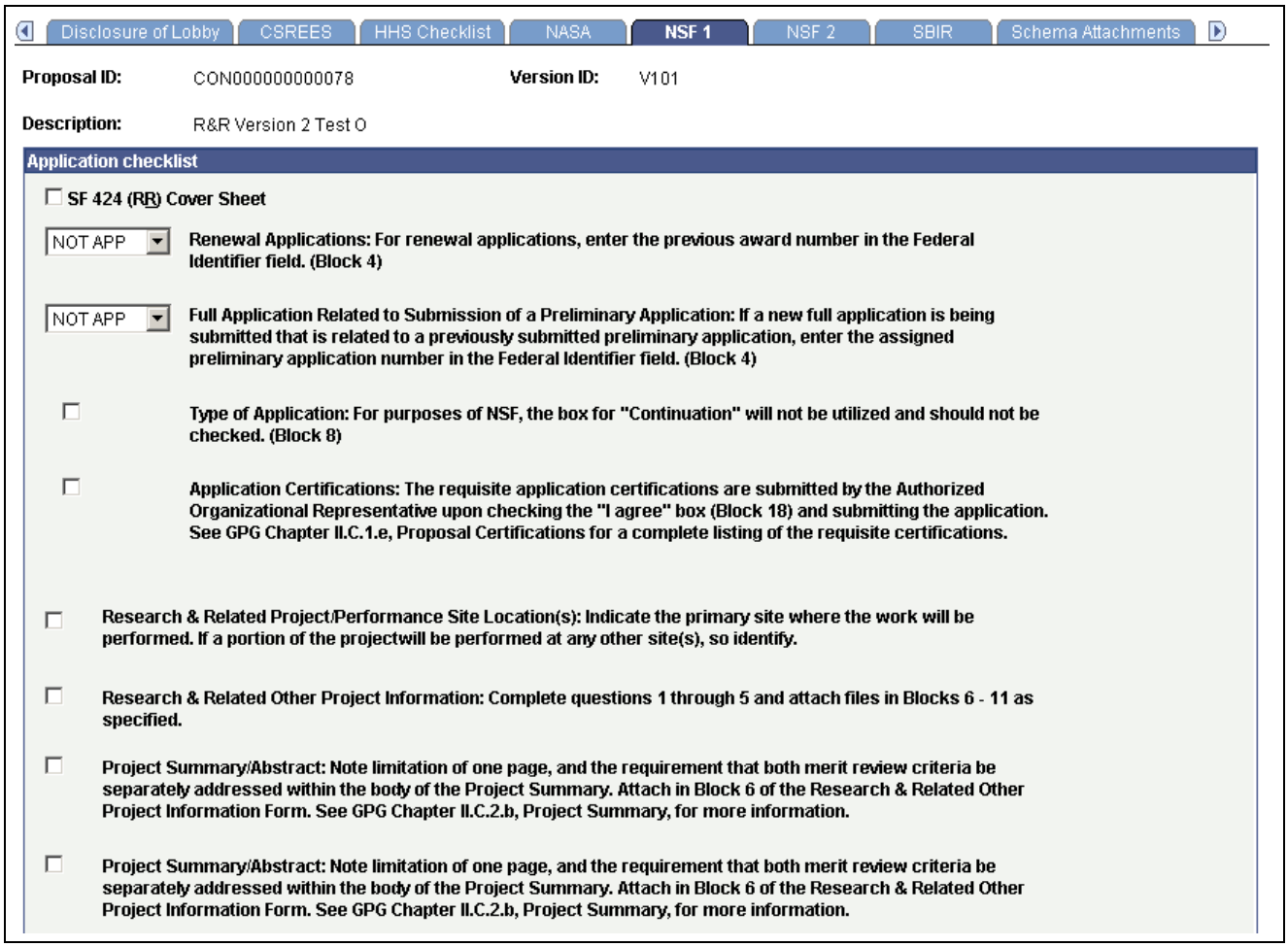
This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_NASA_1.

Enter information about a NASA proposal.

Adding NSF Details to a Grants.gov Proposal

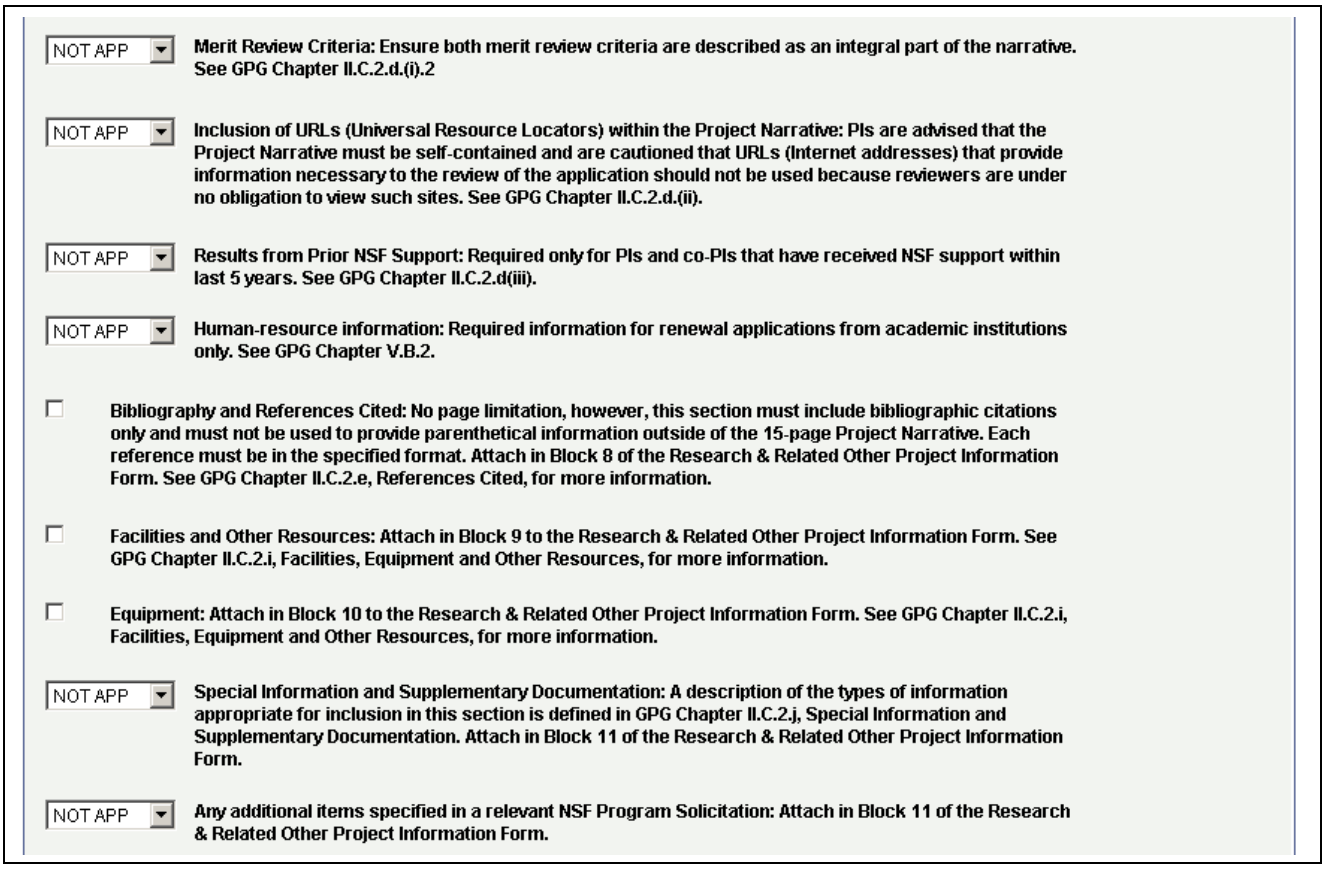
Access the NSF1 page.

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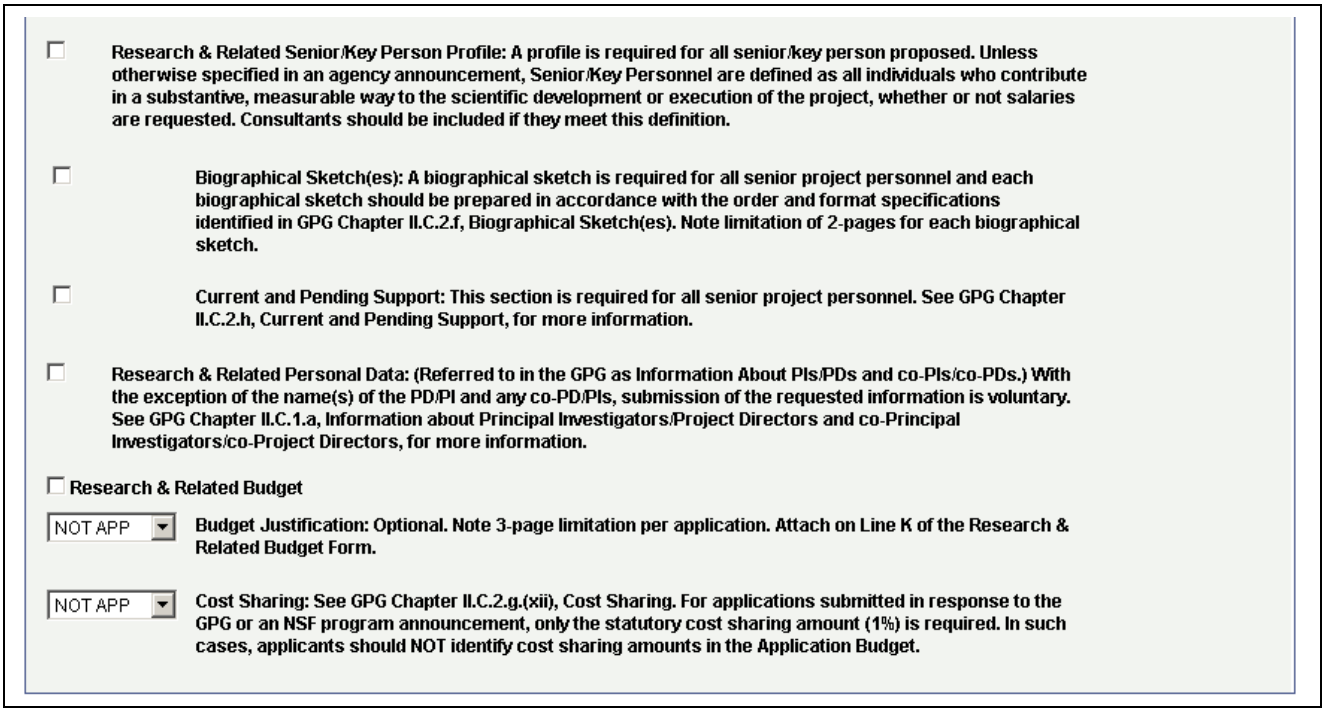


NSF1 page (1 of 4)

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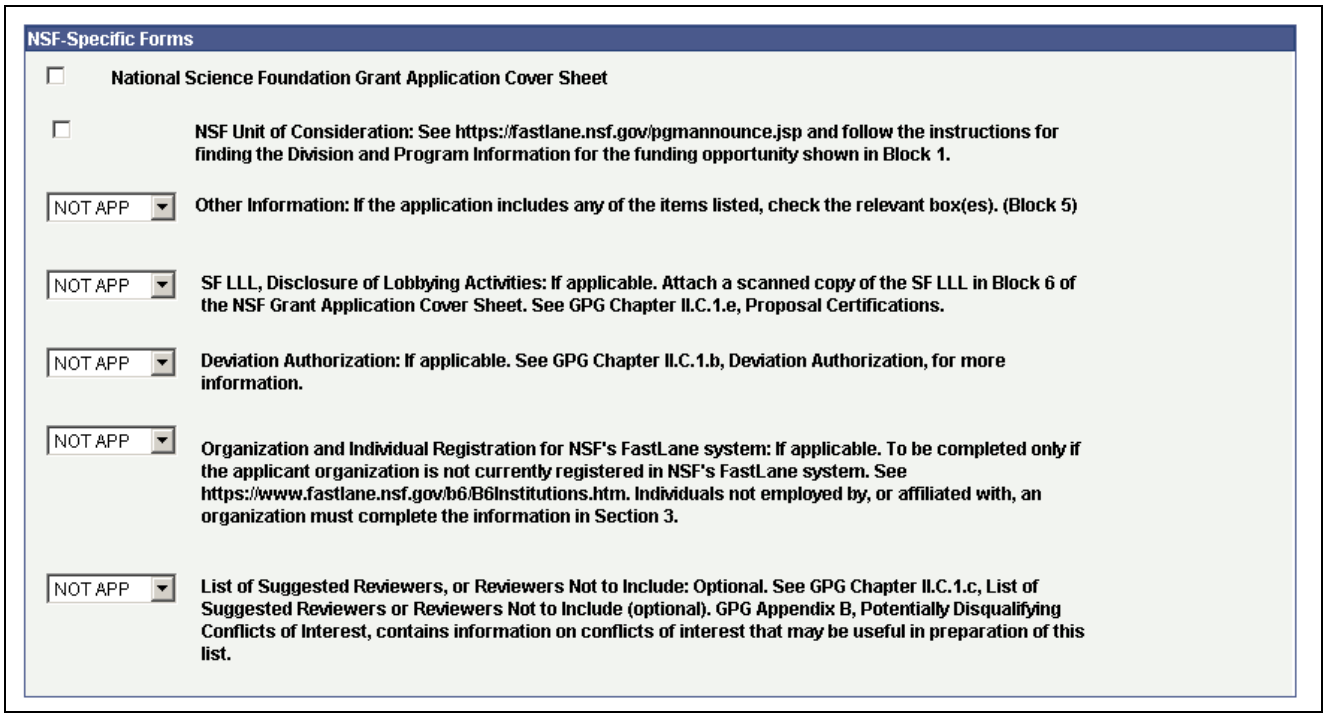


NSF1 page (2 of 4)



NSF1 page (3 of 4)

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NSF1 page (4 of 4)

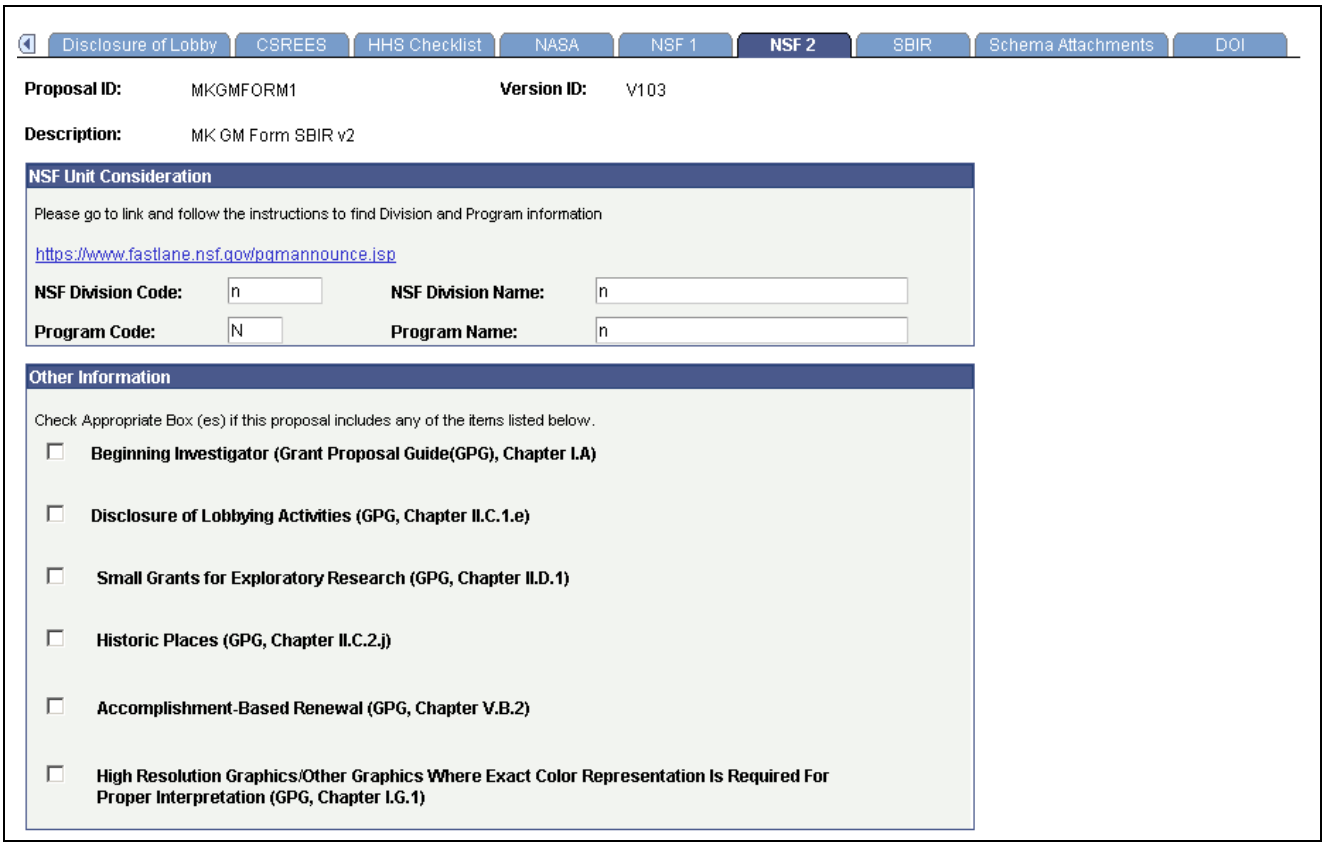
This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_NSF1.

Enter information about National Science Foundation proposals.

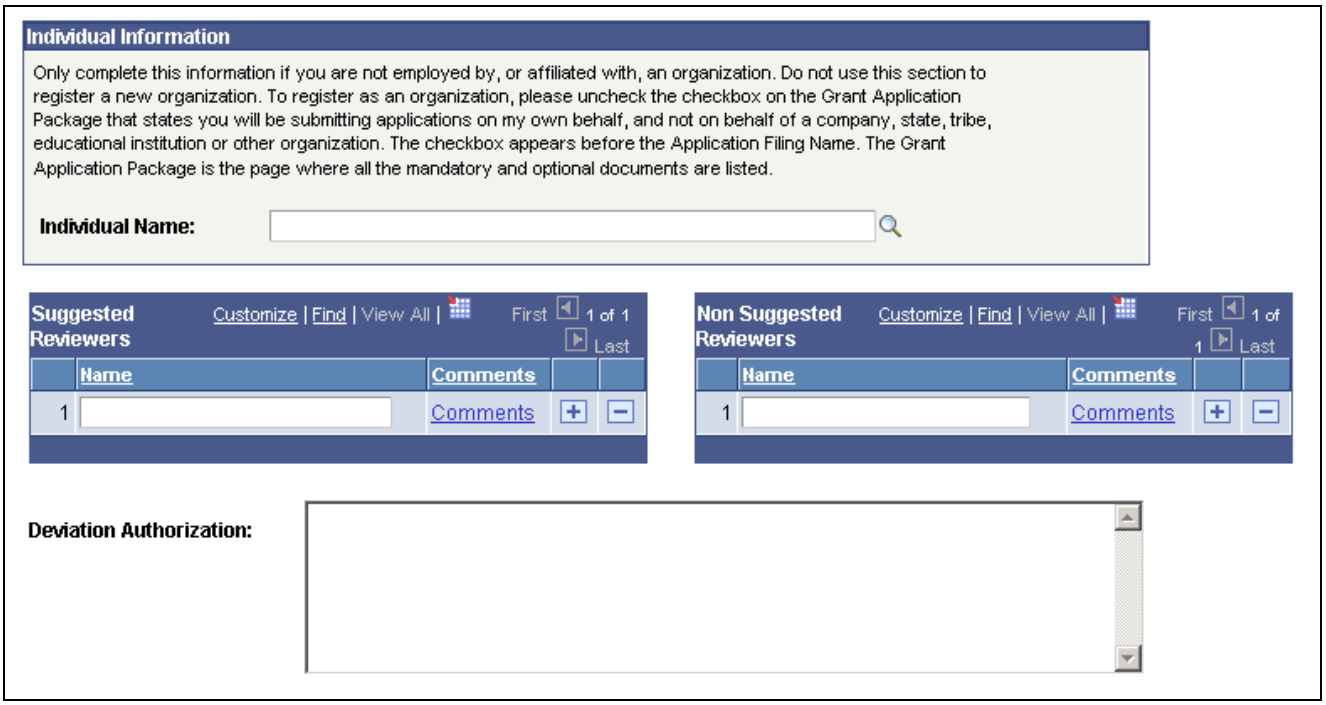
Adding Additional NSF Details to a Grants.gov Proposal

Access the NSF2 page.

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NSF2 page (1 of 2)



NSF2 page (2 of 2)

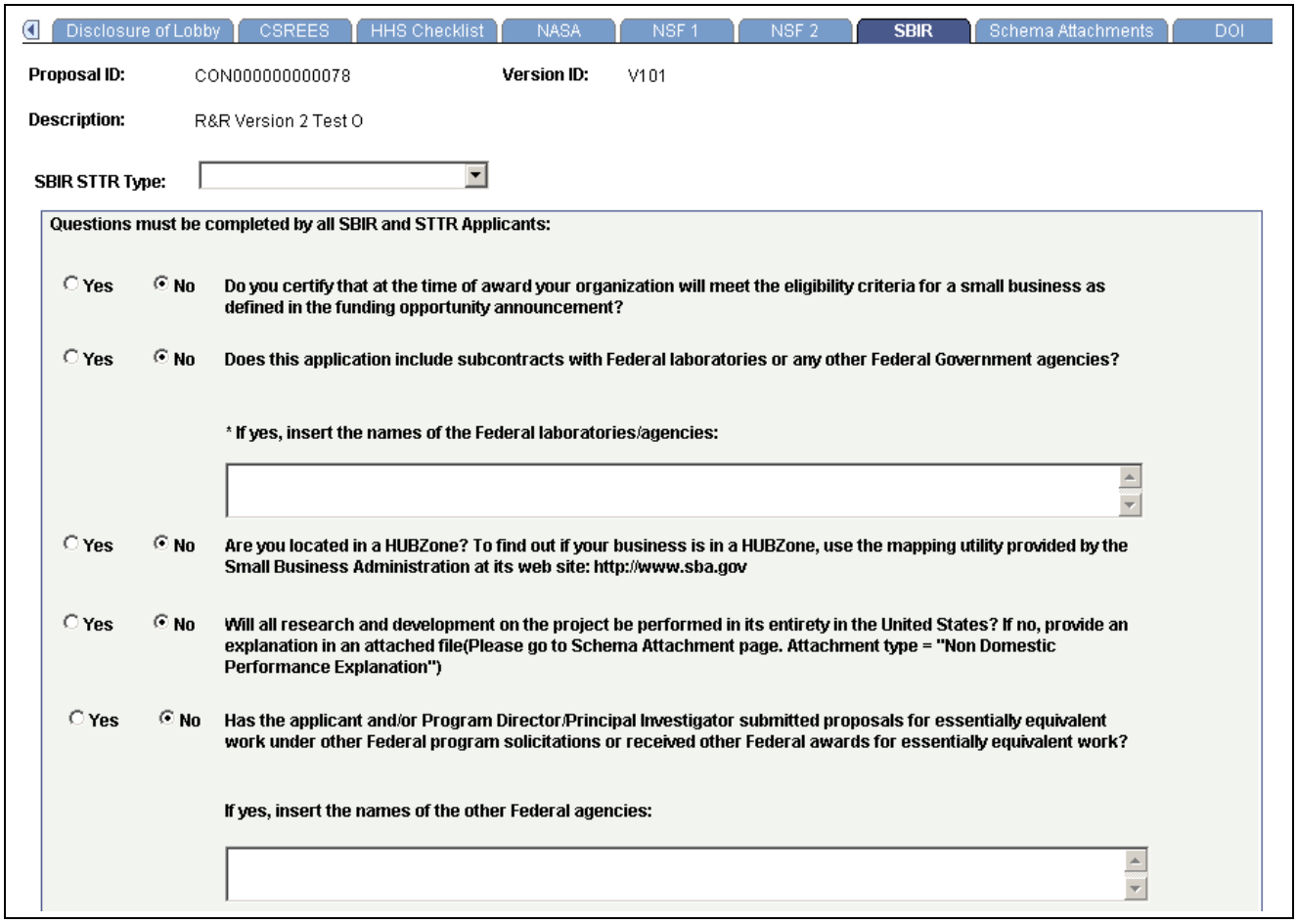
This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_NSF2.

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Enter information about National Science Foundation proposals.NSF Division Code and Program Code are required fields for NSF agency.

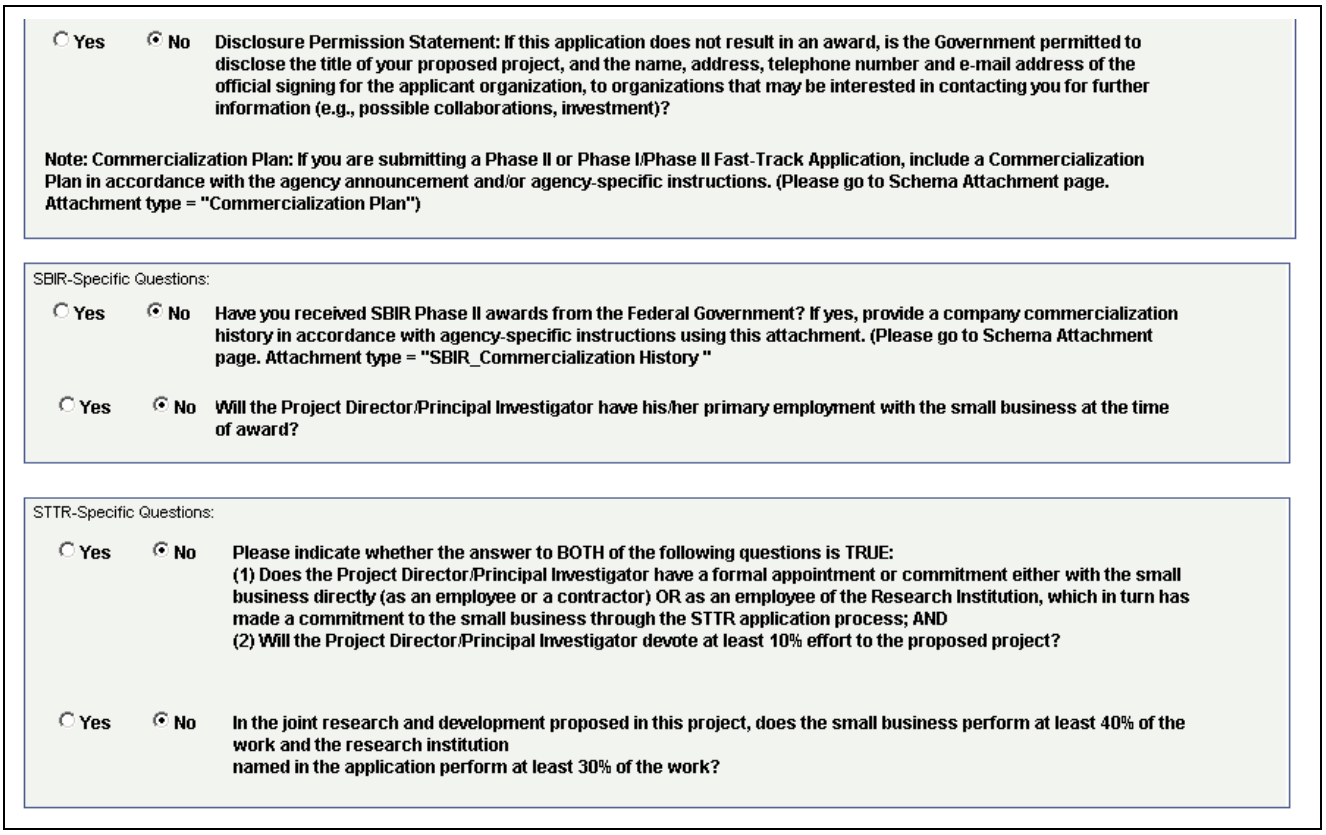
Adding SBIR Details to a Grants.gov Proposal

Access the SBIR page.



SBIR page (1 of 2)

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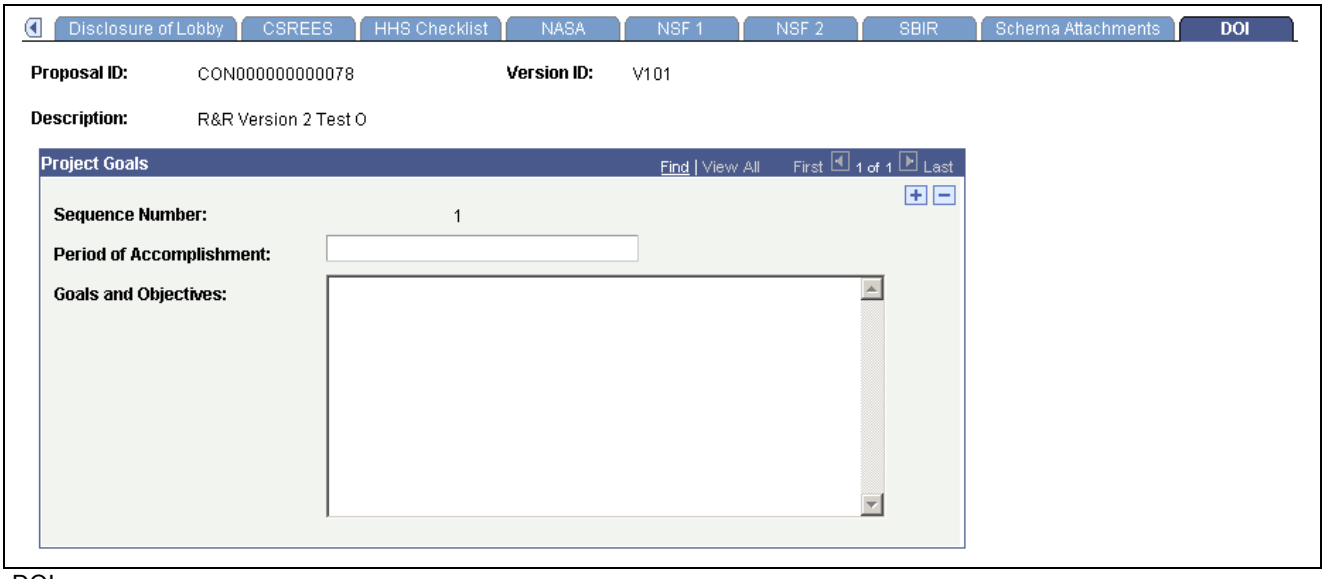
SBIR page (2 of 2)

This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROP_SBIR1.

Enter information about SBIR proposals.

Adding DOI Details to a Grants.gov Proposal

Access the DOI page.



DOI page

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This page is available if you enable Grants.gov electronic submission and the proposal contains a schema with a DATA_SOURCE of GM_PROJ_ACP_GOL.

Enter information about Department of the Interior proposals.

Approving a Proposal

Access the Proposal Component Approval/Submit page.



Proposal Component Approval/Submit page

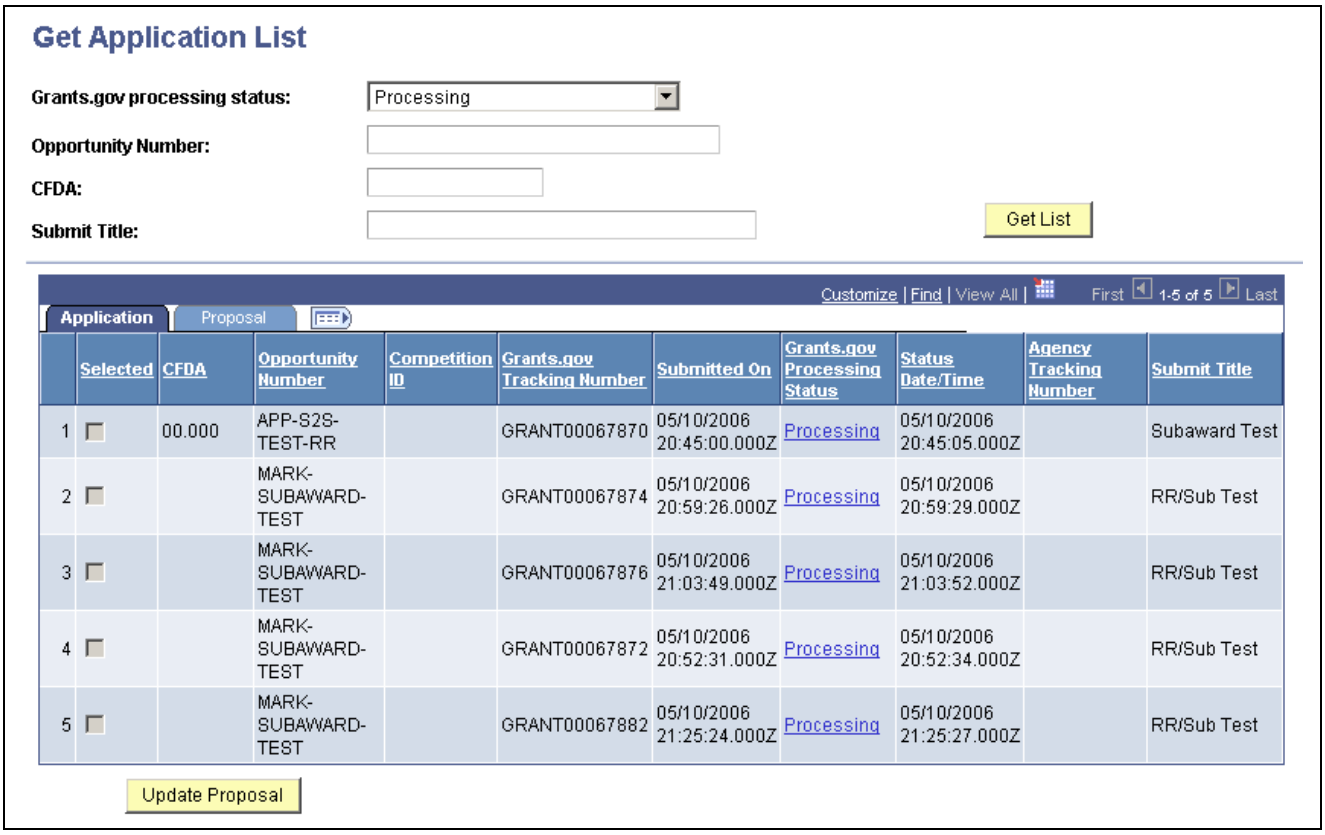
You can use the page to review, submit, and approve a proposal that is assigned to you. You access this page by clicking a worklist or by using the navigation. Grants Super-Users can use this page to review, submit, and approve all proposals.

The options that are available on this page are based on your authority or role. For example, if you are assigned to perform an approval action, you see the Approve and Send Back options as available. All other options are not available. You can also use this page to resubmit a component for approval. After you select an option, the system looks at the approval setup role and determines the next step. For example, if you are the last required approver within the current component, the component status is updated to *Approve* and if all components are approved the proposal is updated to *Institution Approved.*

Getting a List of Grants.gov Applications

Access the Get Application List page.

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	Selected	CFDA	Opportunity Number	Competition ID	Grants.gov Tracking Number	Submitted On	Grants.gov Processing Status	Status Date/Time	Agency Tracking Number	Submit Title
1	☐	00.000	APP-S2S-TEST-RR		GRANT00067870	05/10/2006 20:45:00.000Z	Processing	05/10/2006 20:45:05.000Z		Subaward Test
2	☐		MARK-SUBAWARD-TEST		GRANT00067874	05/10/2006 20:59:26.000Z	Processing	05/10/2006 20:59:29.000Z		RR/Sub Test
3	☐		MARK-SUBAWARD-TEST		GRANT00067876	05/10/2006 21:03:49.000Z	Processing	05/10/2006 21:03:52.000Z		RR/Sub Test
4	☐		MARK-SUBAWARD-TEST		GRANT00067872	05/10/2006 20:52:31.000Z	Processing	05/10/2006 20:52:34.000Z		RR/Sub Test
5	☐		MARK-SUBAWARD-TEST		GRANT00067882	05/10/2006 21:25:24.000Z	Processing	05/10/2006 21:25:27.000Z		RR/Sub Test

Get Application List page

Use this page to view the current status of Grants.gov applications that were submitted by your organization. If an application failed initial validation from Grants.gov it will not be listed here. You can view the error message for the application on the Application Status Detail page in the Proposal component.

The information on the Application tab comes from Grants.gov. The information on the Proposal tab comes from the proposal system. If there is a difference the Selected check box is selected.

Grants.gov processing status Select the processing status by which you want to search for applications. Valid values are:

- *Agency Tracking Number Assign*
- *Processing*
- *Received*
- *Received by Agency*
- *Rejected with Errors*
- *Validated*

Get List Click to invoke the GetApplicationList web service and retrieve a list of opportunities based on your search criteria.

Selected Selected if the status received from Grants.gov is different from the status on the proposal. Deselect if you do not want the proposal updated when you click Update Proposal.

Grants.gov Processing Status Click to view the Grants.gov Processing Status Detail page, where you can view processing status details.

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Update Proposal Click to update the Grants.gov processing status in the PeopleSoft Grants system.

Establishing Noncompeting Continuations

This section provides an overview of noncompeting continuations and discusses how to:

- Create a continuation.
- Document a gender and minority study for a continuation project.
- Summarize information about student trainees participating in a continuation project.

Understanding Noncompeting Continuations

Continuations are mini-proposals that you submit to a sponsor at the end of the first year of funding and are built the same way as proposals. They are based on awards rather than on previous proposals, so they draw information from records that already exist in PeopleSoft Grants. Continuations report information about the previous year's research and, if you request changes from the original proposal, forecast expectations for the upcoming year of funding.

You use the Gender and Minority Study and Trainee pages in the Proposal component only in continuation proposals that are associated with Department of Health and Human Services (DHHS) grants.

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

When you create a continuation, the system retrieves key information from the original award, such as PI, PI name, short title, sponsor, long description, certifications, and all project data.

The rest of the information remains in the award file to eliminate duplicate data in the award and proposal records. You must add continuation-specific information.

To create a continuation:

1. Access the Create Continuations page by choosing the award ID that you want to continue.
2. Complete a To Continuation Proposal ID field and a To Continuation Version ID field.
3. Click Create.

   The system creates a new proposal ID with a proposal type of *Non-Competing Continuation,* and accesses the Proposal page.
4. Select *Unobligated Balances* as the comment type on the Additional Information page (GM_PROP_ADD_INFO) to describe unobligated balances for Continuation Form 2590.
5. Navigate through the proposal pages to complete any additional proposal requirements (professionals, budgets, and subrecipients).

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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.

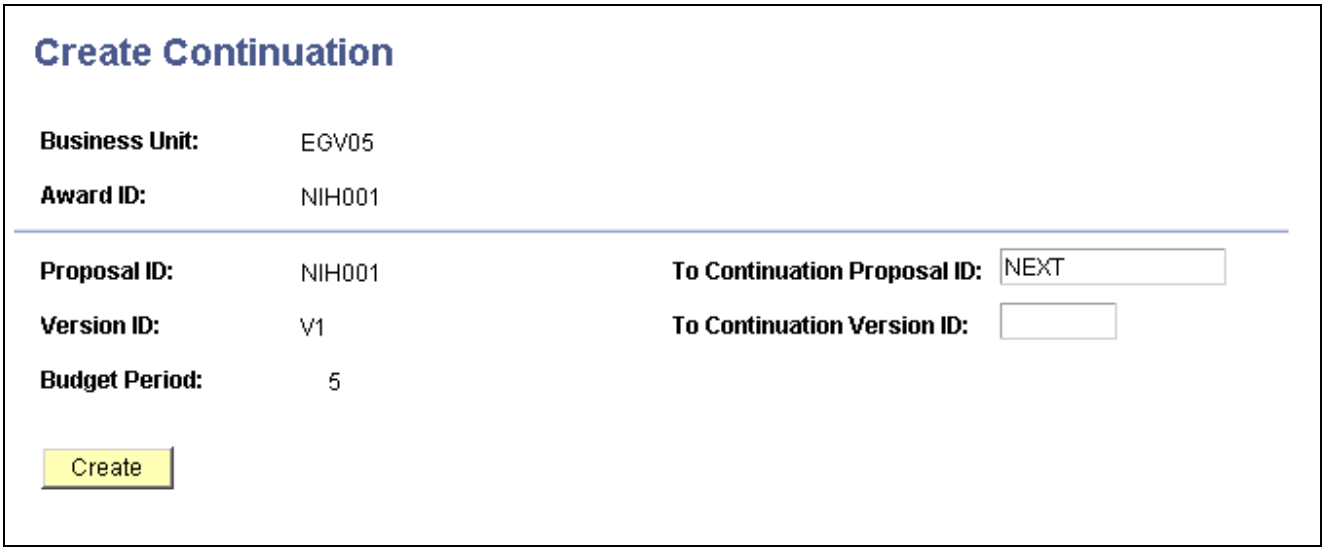
If the certification code is *HUMAN* or *ANIM,* and the certification changed since the last submission, select the Changed Since Prev Submissioncheck box. If the certification code is *INVPT* and the certification was previously reported, select the Previously Reported check box.

Pages Used to Establish Noncompeting Continuations

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

Creating a Continuation

Access the Create Continuation page.



Create Continuation page

Proposal ID Displays the proposal ID that is associated with the selected award.

To Continuation Proposal ID Enter the continuation proposal ID. Enter *NEXT* to have the system increment the proposal ID.

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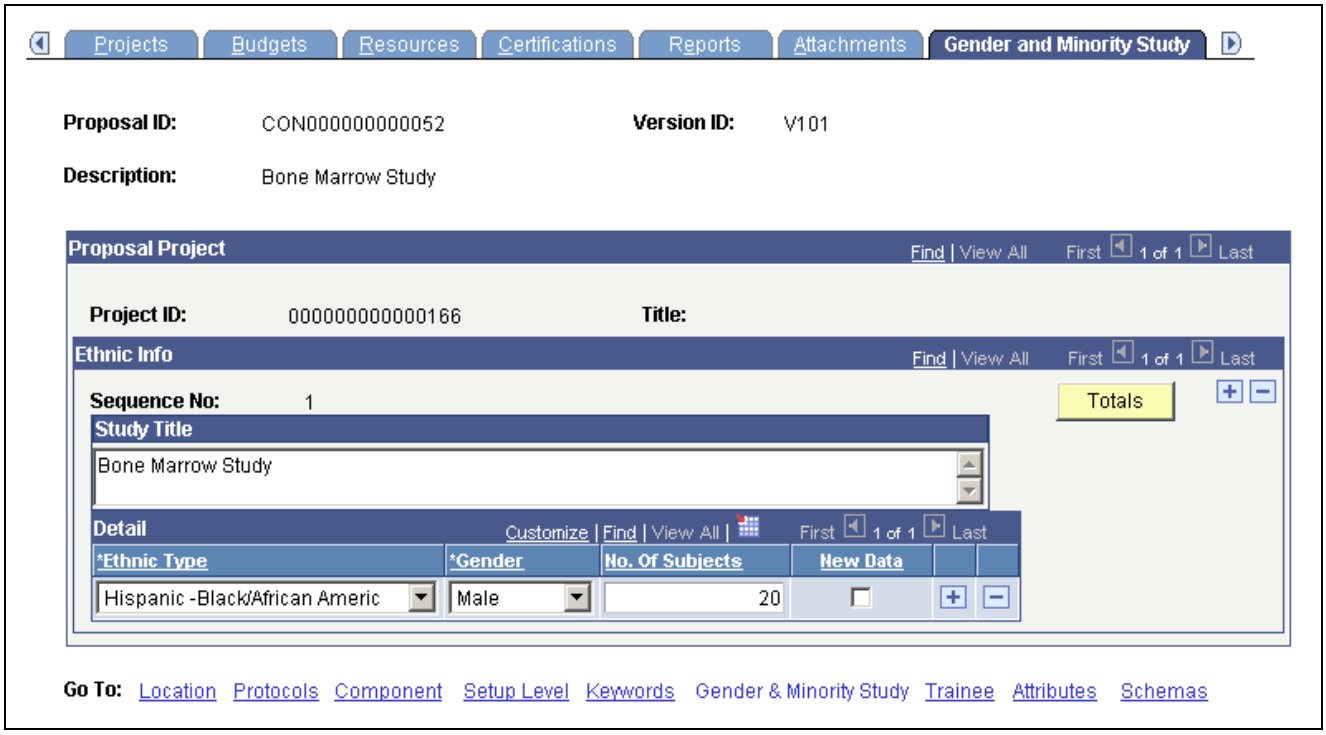
To Continuation Version ID Enter the continuation proposal ID.

Budget Period Displays the budget period.

Create Click Create to create the continuation proposal.

Documenting a Gender and Minority Study for a Continuation Project

Access the Gender and Minority Study page.



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.

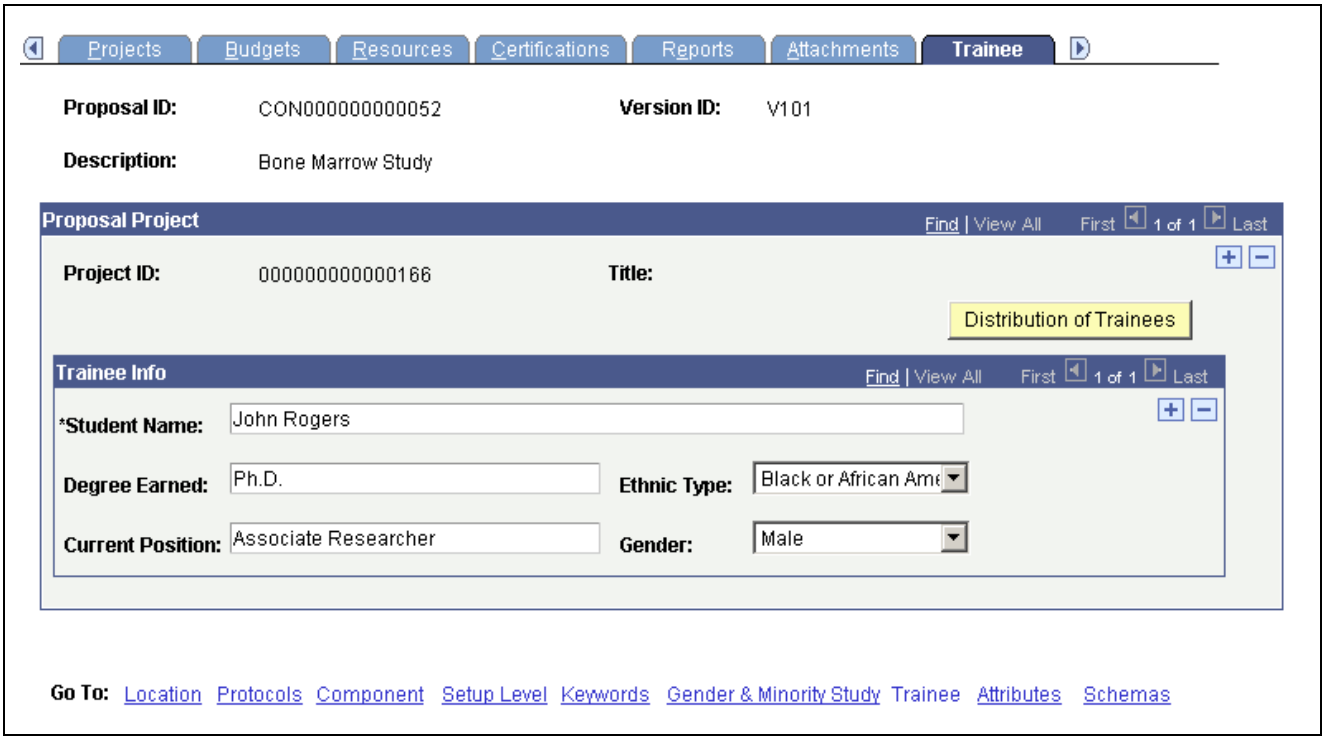
New Data Select if this is new data. All existing gender and minority information becomes old data when you create the Non-Competing Continuation proposal. If you modify this proposal and add a new gender, then that information becomes new data. The Forms Print process uses the presence of new data to 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.

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Summarizing Information About Student Trainees Participating in a Continuation Project

Access the Trainee page.



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.

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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 do cost sharing by summary line, you can enter cost share amounts for the sponsor, institution, and other applicable third parties on the Overall Cost Sharing page.

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Budget Line Details

Here is some general information about entering budget line details:

- You can enter multiple personnel budget lines for a single person or for multiple people.
- You can calculate the compensation cost for individuals with multiple appointments.
- When you select an employee who was previously entered as a professional on the Proposal Professional page, the Project Role and Role fields appear.

  Other personnel information comes from multiple tables within the professional profile and includes name, job code, employee class, fringe rate type, annual salary, and fringe rate.
- The system supplies annualized salary from the individual's job record.
- The system calculates the budgeted salary based on the annualized salary and the number of months that the professional is involved with the research, along with the effort percentage for that time period and any merit increases.

  A merit increase takes effect only if the merit increase date is between the start and end dates of the personnel detail line. To enter a fixed salary amount and bypass the salary calculation, use the Fixed Salary Amount field.
- The system populates the Fringe Rate field only if you have entered a fringe rate type for the individual in his or her professional profile.

  The system uses the current institution's fringe rate based on the employee's fringe rate type that is entered in his or her profile. The system calculates the budgeted salary and fringe benefits based on the parameters that you set.
- You can enter an annual fringe amount, a fringe rate, or a fixed fringe amount.

  If you enter an annual amount, the system calculates the budgeted amount based on the time period. If you enter a rate, the fringe amount is based on the calculated salary amount. If you enter a rate and an annual amount, the system calculates both and adds them together. You can also bypass all fringe calculations by entering a fixed fringe amount.
- The system tracks total budgeted amounts for all salaries and fringe amounts that you enter.

Note. Fringe, C/S, and F&A round to whole dollars.

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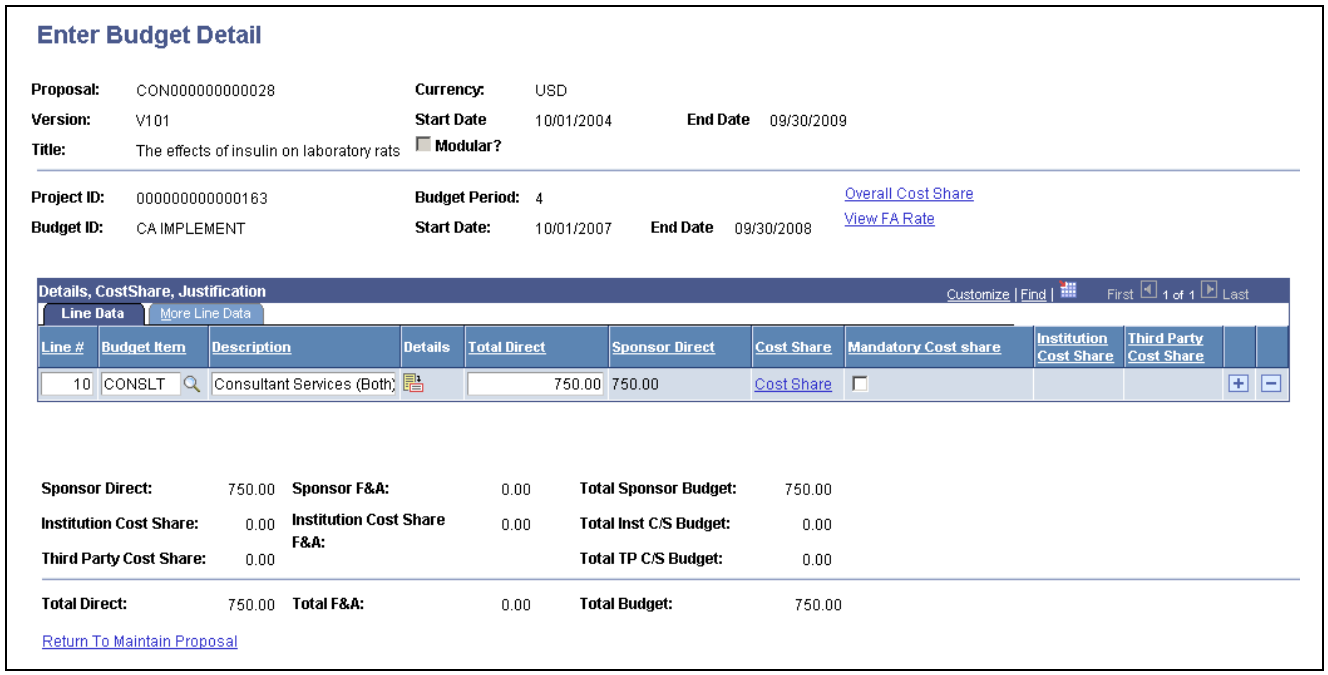
Pages Used to Establish Proposal Budgets

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.
Overall Cost Sharing	GM_BUD_CS_PD	Click the Overall Cost Share link on the Enter Budget Detail page.	Distribute cost sharing commitments by institutional third parties.
F&A Calculation (facilities and administration calculation)	GM_BUD_FA_PD	Click the View FA Rate link on the Enter Budget Detail page.	View the calculated budgeted and waived and cost shared amounts for the entire budget period.
Cost Share	GM_BUD_CS_SUM	Click the Cost Share link on the Line Data tab on the Enter Budget Detail page.	Distribute cost sharing commitments by budget summary line.
Personnel Detail	GM_BUD_PERS_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for the Personnel category.	Enter additional budget information concerning personnel (salary and fringe calculations).
Animal Care	GM_BUD_ANML_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for the Animal category.	Enter additional budget information concerning animal care (cages and daily rates).
Budget Detail	GM_BUD_LINE_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for a category other than Personnel or Animal.	Enter additional budget information concerning other information (equipment, travel, and so on).
Budget Line Justification	GM_BUD_JUSTIF	Click the Justification link on the Enter Budget Detail page.	Enter justification details.

Entering Detailed Budget Information

Access the Enter Budget Detail page.

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Enter Budget Detail page

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

Note. The system-calculated total amounts round to the nearest whole dollar.

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 nonpersonnel budget lines, enter the amounts to calculate total direct costs and sponsor direct costs.

   The system automatically calculates institution cost share and third-party cost share amounts.
4. Select the More Line Data tab.
5. Select the Map Detail check box to pass the supporting detail lines to the award budget.

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

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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 dollars or if the amount exceeds 250,000 dollars.

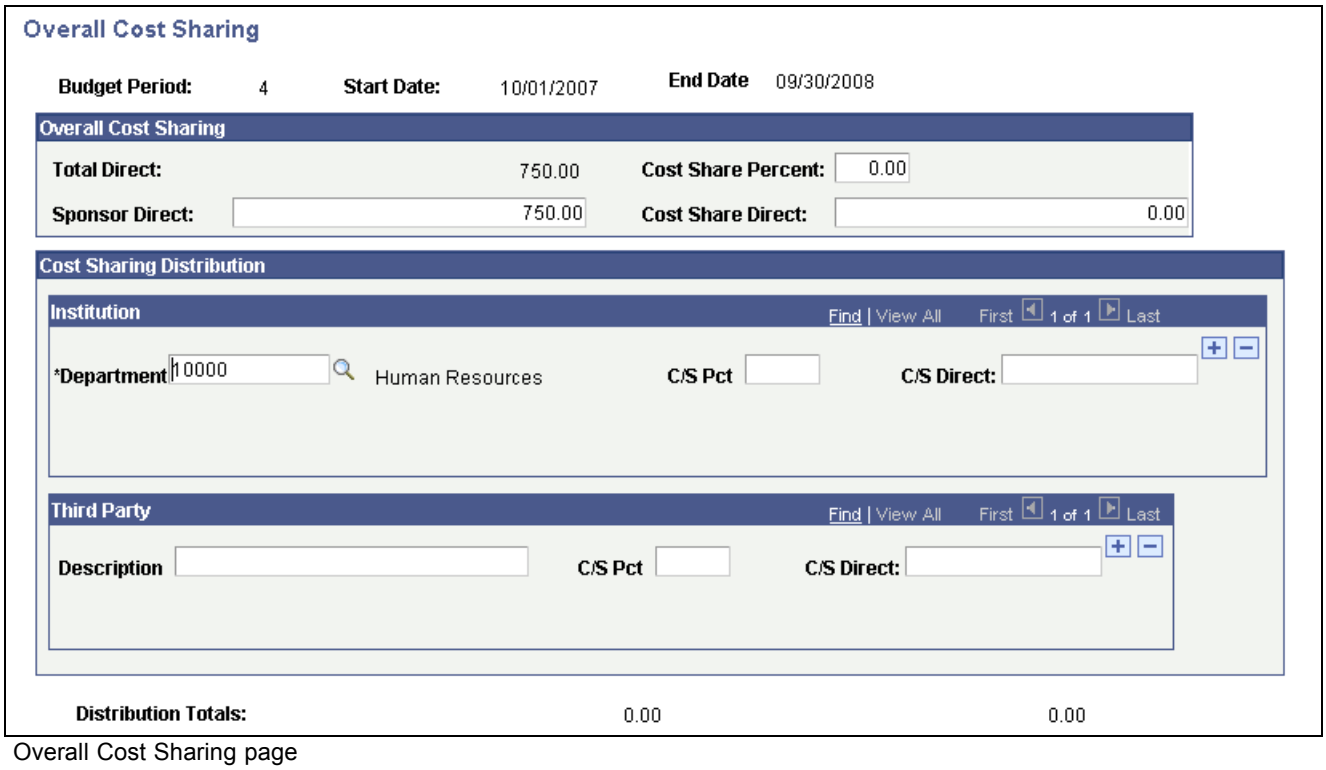
  This is an informational warning. You can still save the data that you entered.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 70

Distributing Overall Cost Sharing Commitments Within the Institution

Access the Overall Cost Sharing page



Overall Cost Sharing page

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Enter overall cost sharing information for the sponsor, as well as cost sharing information for departments and third parties. You can do cost sharing at the period level or the line level. The system restricts you from entering cost sharing at the line level if you entered cost sharing at the period level.

Viewing F&A Cost Calculations

Access the F&A Calculation page.



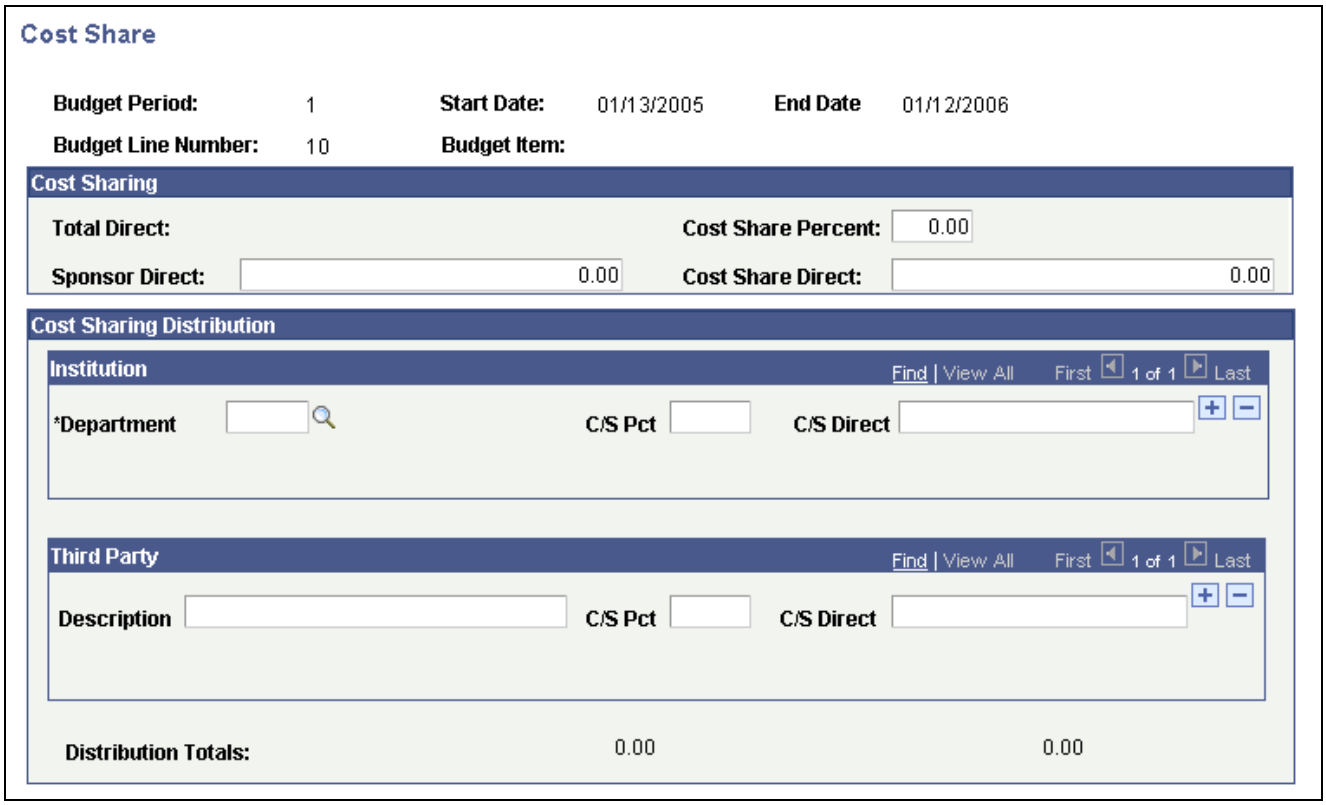
F&A Calculation page

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

Distributing Cost Sharing Commitments by Budget Line Detail

Access the Cost Share page.

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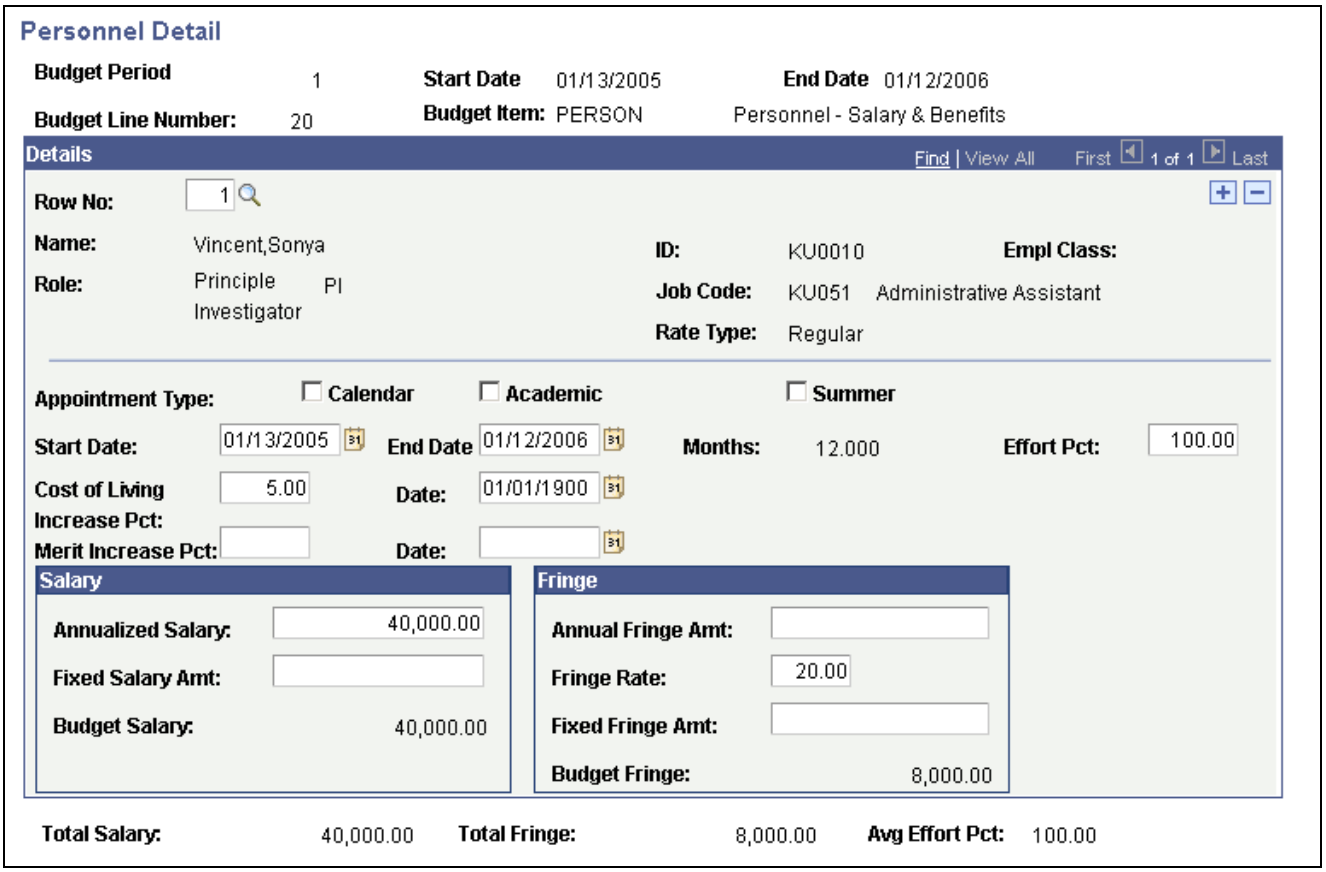
Cost Share page

Enter cost sharing information for the sponsor, as well as cost sharing information for departments and third parties for the particular budget line that is associated with the overall budget. The system restricts you from entering cost sharing at the period level if you entered cost sharing at the line level.

Entering Budget Details for Personnel

Access the Personnel Detail page.

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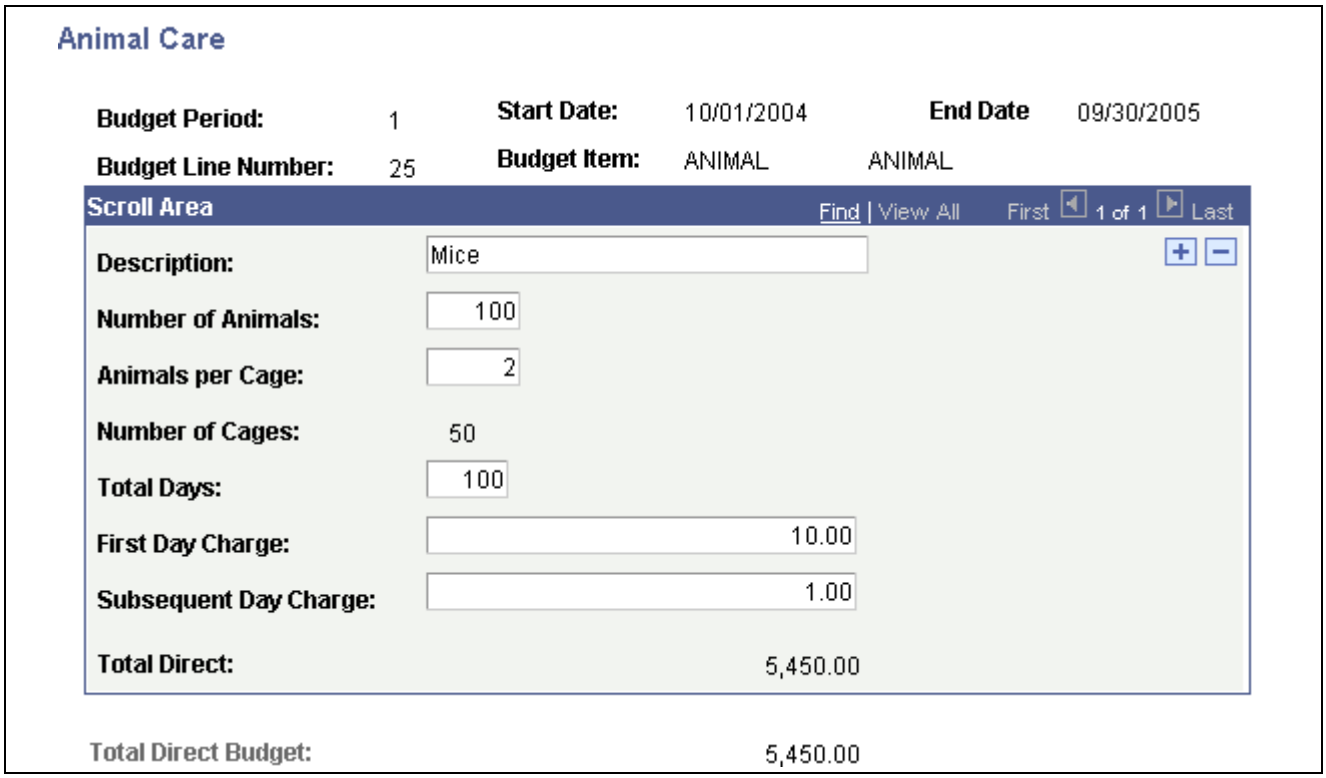
Personnel Detail page

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.

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Animal Care page

To enter budget details for animal care:

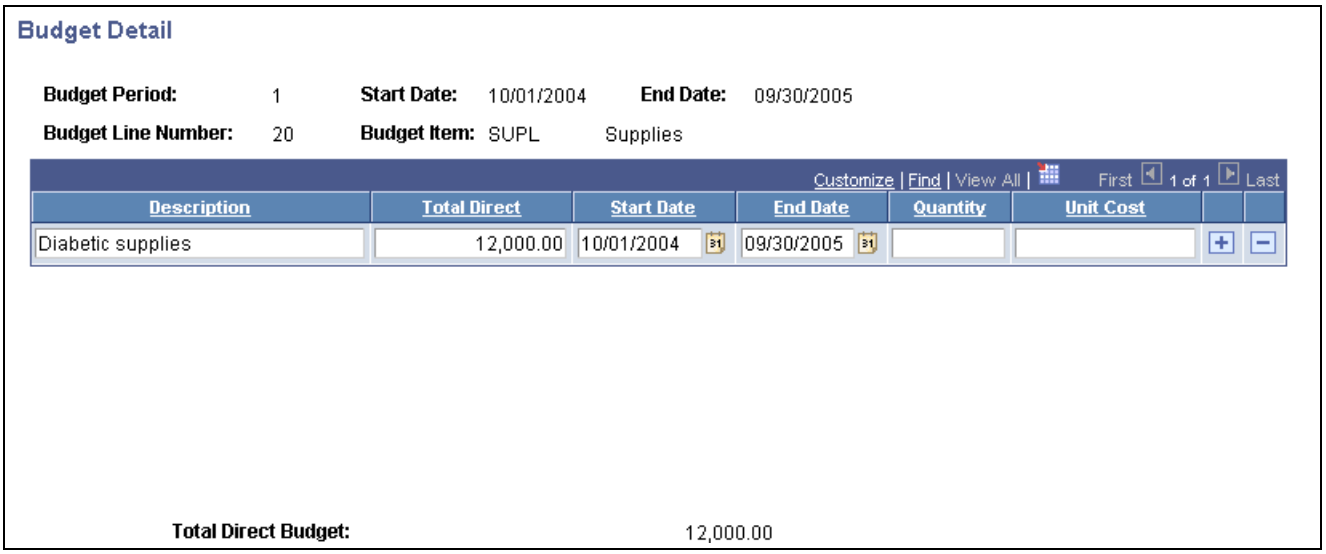
1. Enter a description, the number of animals, and the number of animals per cage.
2. Enter the days elapsed, the amount charged for the first day of care or boarding, and the amount charged for subsequent days of care or boarding.

   When you move the cursor to a new field, the system calculates total animal care costs based on the information that you entered.
3. Click OK.

Entering Budget Details for Other Budget Items

Access the Budget Detail page.

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Budget Detail page

To enter details for budget items other than *Animal* or *Personnel:*

1. For each detail line, enter a total direct amount or a quantity and a unit cost.

   If you enter a quantity and unit cost, the system multiplies the two amounts to determine the total direct amount.

2. You can also enter a start date and end date for each budgeted amount if the sponsor or the institution requires this information.
3. Click OK.

Submitting Proposals

This section discusses how to submit a proposal and discusses how to:

- Submit a proposal.
- Designate an official for a proposal submission.
- Submit a proposal to Grants.gov.

Understanding Grants.gov Electronic Proposal Submission

Grants.gov is the gateway for federal grant submission. You can submit a proposal to Grants.gov after you complete the following actions:

- Create or update a Grants.gov proposal using the Get Opportunity page.
- Add schema attachments on the Schema Attachments page, if necessary.
- Complete the agency-specific pages, if any.
- Set the proposal status to *Institution Approved.*
- Make sure you enter the Administrative and Signing Official fields on the Proposal - Official page
- Make sure the operator ID is that of the Signing Official so the Submit button is available

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- Generate the XML file.

When you click Generate XML on the Grants.gov page, the Application Engine process generates the XML SOAP message for web service. You view and print the results by clicking View Detail. The system calls an XML Publisher report and generates a PDF. Each time you click Generate XML, the Application Engine process generates a new XML SOAP message.

When you click Submit to Grants.gov on the Proposal - Grants.gov page, the system publishes the XML file and, if the submission succeeds, the system:

- Sets the submit status to *Submitted.*
- Sets the proposal status to *Submitted.*
- Sets Submitted On to the date and time it receives from Grants.gov.
- Sets the Grants.gov tracking number to the one it receives from Grants.gov.
- Sets the Grants.gov processing status to *Received.*

If the submission does not succeed, the system:

- Sets the submit status to *Submitted with Error.*
- Sets Submitted On to the current date and time.

When you submit the proposal to Grants.gov the proposal undergoes a series of technical validations.

Message	Source	Meaning
Received	Grants.gov	Submission points to the right place. SOAP is correct.
Rejected with Errors	Grants.gov	Submission has errors (for example, not authorized user).
Validated / Grants.gov Tracking Number	Grants.gov	XML is correct.
Received by Agency	Agency	Agency received XML file.
Agency Tracking Number	Agency	Agency validated submission and assigned tracking number.
Email from Agency	Agency	Submission failed agency validation.

If the proposal is rejected after receiving a Grants.gov tracking number, you must create a new proposal version with an proposal type of *Resubmission* before resubmitting the corrected proposal to Grants.gov.

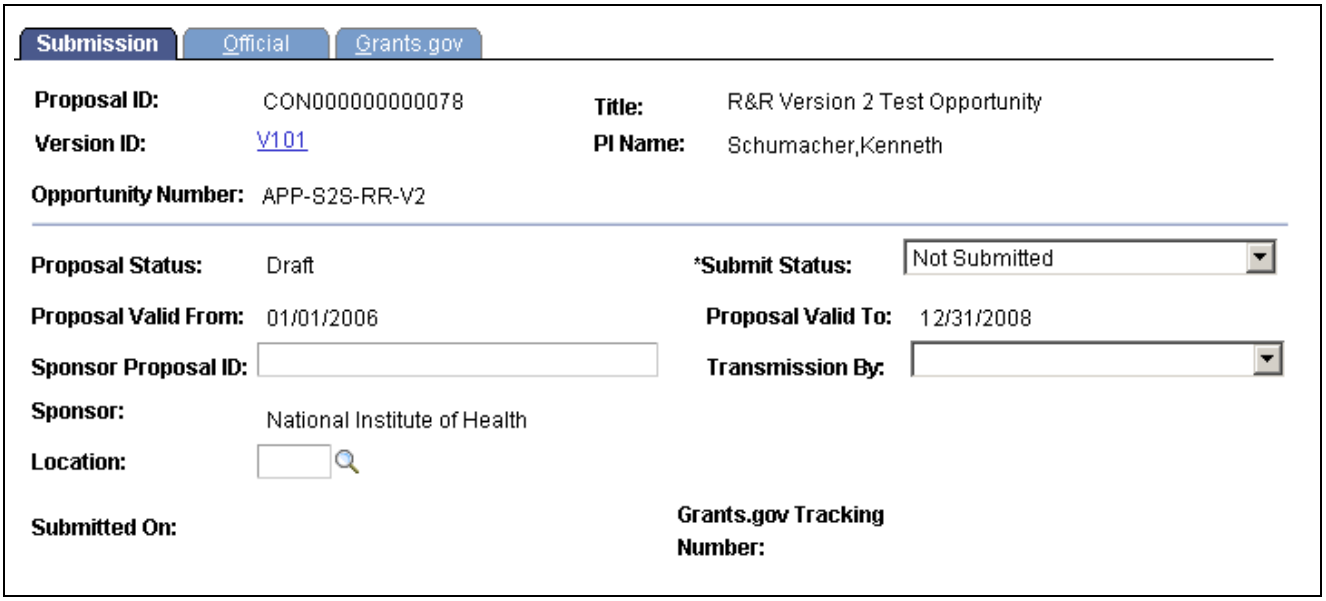
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Pages Used to Submit Proposals

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.
Proposal - Grants.gov	GM_WEB_SUBMIT	Grants, Proposals, Submit Proposal, Grants.gov	Add or delete schemas and attachments for proposals to be submitted to Grants.gov.

Submitting a Proposal

Access the Proposal - Submission page.



Proposal - Submission page

Proposal Status Displays the proposal status.

Submit Status If you enabled Grants.gov electronic submission and submitted the proposal by clicking the Submit to Grants.gov button on the Grants.gov page, this field is display-only. If you did not enable Grants.gov electronic submission and submitted the proposal manually, you can select the proposal's status.

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Note. After you mark a proposal version as *Submitted,* you can no longer modify any of the proposal information for that version. To make any modifications to a proposal after it has been submitted, you must create a new version of the proposal.

Proposal Valid From and **Proposal Valid To**

Displays the dates for which a proposal version is valid.

Transmission By

Select how you will submit the proposal. Values are:

- *By Fax*
- *By Mail*
- *By Mail and Electronically*
- *Courier*
- *Data*
- *Electronic Image*
- *Electronically Only*
- *International Telephone*
- *Telephone*

Note. This field is not available for Grants.gov proposals.

Submitted On

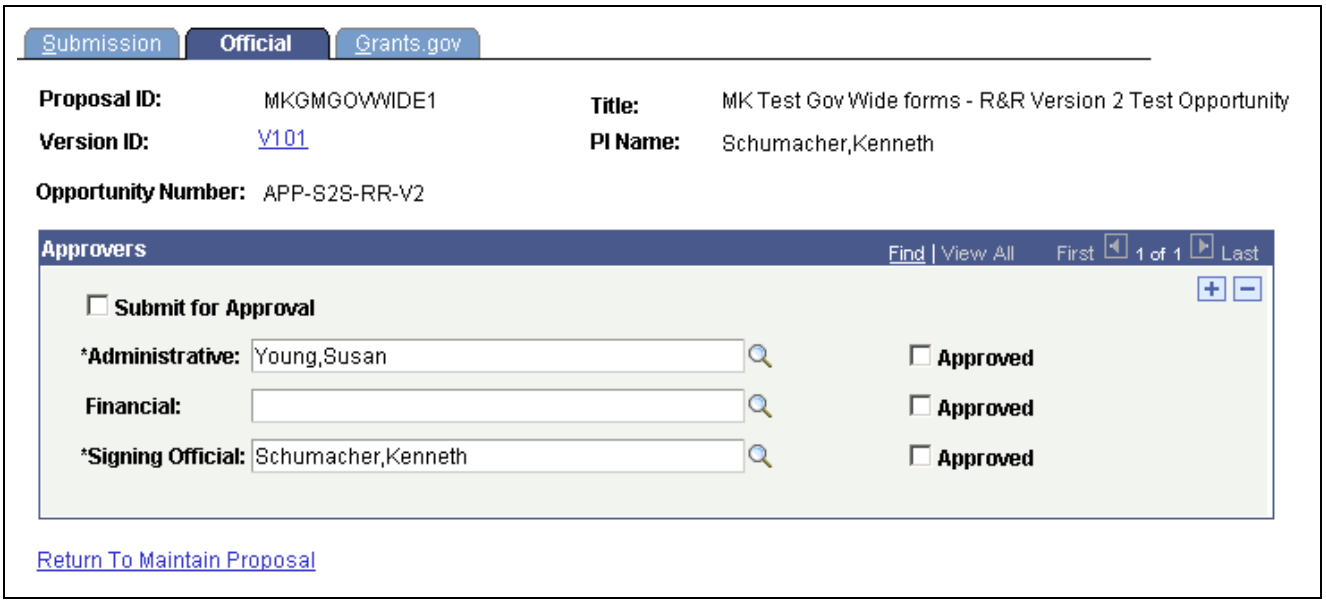
Displays the date and time in the following ways:

- If the proposal was successfully submitted to Grants.gov electronically, the system displays the received date from Grants.gov.
- If the proposal was unsuccessfully submitted to Grants.gov electronically, the system displays the current server date and time so that you can check the Tools Message error log to determine the problem.
- If the proposal was submitted manually, the system displays the current server date and time.

Designating an Official for a Proposal Submission

Access the Proposal - Official page.

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Proposal - Official page

Submit for Approval Select to indicate that you have submitted the proposal for external approval.

Note. The system does not enforce this check.

Administrative, Financial, and **Signing Official** Select the officials who should approve the submission of the proposal. Officials are mapped to the proposal forms based on their official type. These officials come from the Institution Contacts page. Authorized officials can approve and sign the proposal. Their IDs are prompted from a control table that contains authorized officials within your institution. The operator ID has to match that of the Signing Official to activate the submission button.

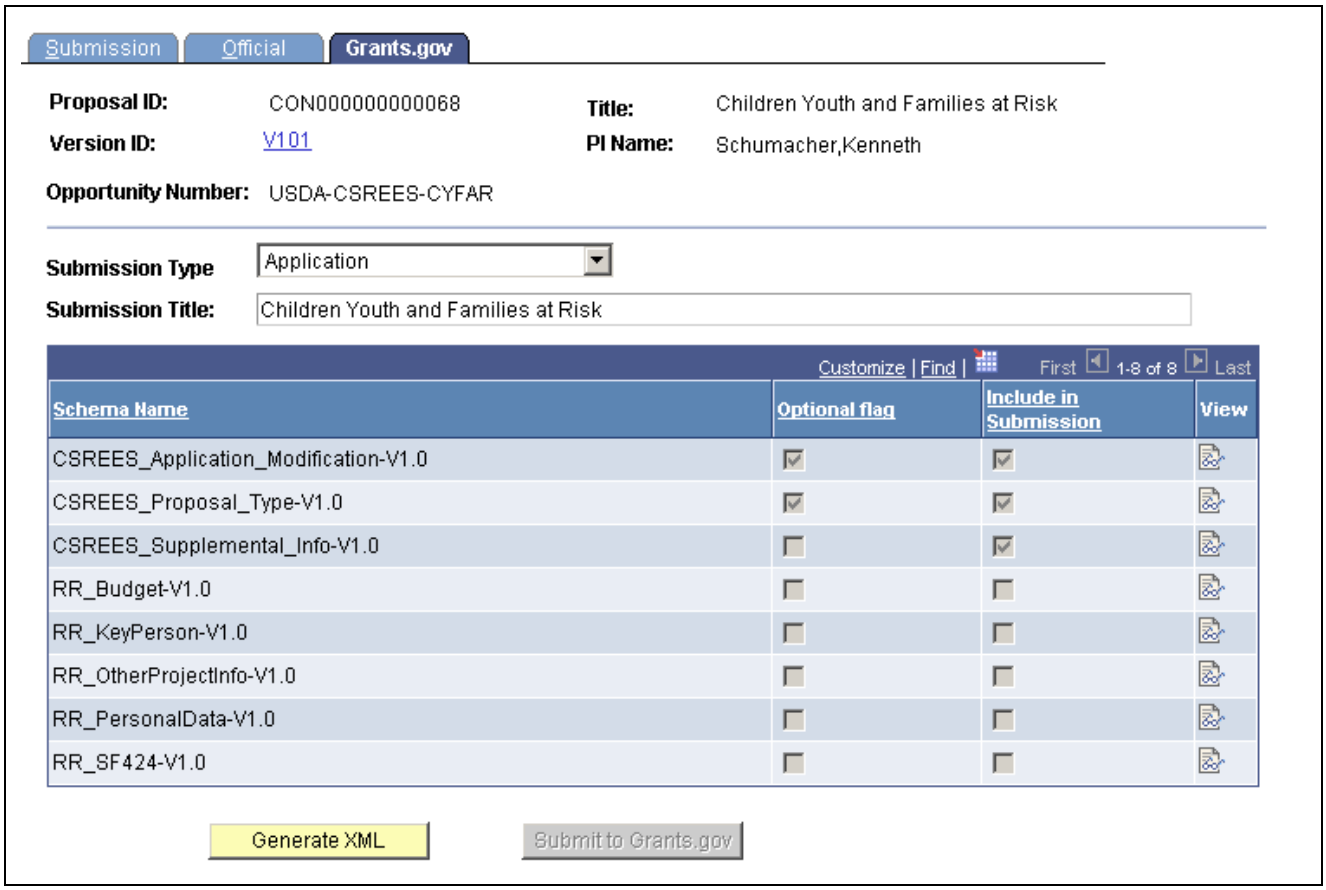
Note. The Signing Official must be registered with Grants.gov as an Authorized Organization Representative (AOR).

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.

Submitting a Proposal to Grants.gov

Access the Proposal - Grants.gov page.

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Proposal - Grants.gov page

This page is available if you enabled Grants.gov submission.

Submission Type Select the type of submission. Values include *Application, Change/Corrected Application,* and *Preapplication.*

Schema Name Displays the schema for this proposal.

Optional flag Selected if this schema is optional.

Include in Submission Selected if the schema is included in the submission.

View Click to view in PDF format each form to be submitted to Grants.gov. Use this to view your data before you submit the proposal. This is available after you generate the XML file.

Generate XML Click to generate the XML file based on the schemas. Each time you click this button, the XML refreshes to the current version. You must generate the forms before you can submit the application to Grants.gov. You can generate the XML for any proposal. .

Submit to Grants.gov Click to submit the proposal to Grants.gov. This button is available when the proposal status is not submitted and after you generate the XML file. It is unavailable after you successfully submit the proposal to Grants.gov. The proposal status should be *Institution Approved*, Enable Electronic Submission on the Installation Options - Grants page should be selected, and the operator ID should be that of the Signing Official.

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Printing Proposals

This section provides on overview of the forms printing process and discusses how to print a proposal.

Note. Use the Proposal - Grants.gov page to print Grants.gov proposals.

Understanding the Forms Printing Process

PeopleSoft Grants delivers standard forms that are used for proposals by the National Science Foundation and the National Institutes of Health along with electronic data interchange (EDI) files of the required data elements.

Here is some general information about printing proposals:

- PeopleSoft Grants provides application mapping onto proposal formats that are accepted by most funding agencies.

  These forms simplify the production of multiple copies of proposals and facilitate their timely submission.

- We deliver key values as system data for sponsor forms PHS 398, 2590 (for NIH continuations), and NIHMOD (for NIH modular proposals).

  You cannot change this data, because any change would affect other system-delivered processes. These key values represent the form IDs that are supplied when you access the Create a Printed Proposal page. PeopleSoft uses these IDs to map the appropriate data values to the proposal form for printing.

See Also

Chapter 5, “Structuring PeopleSoft Grants,” Setting Up the PeopleSoft Grants Forms Printing Solution, page 97

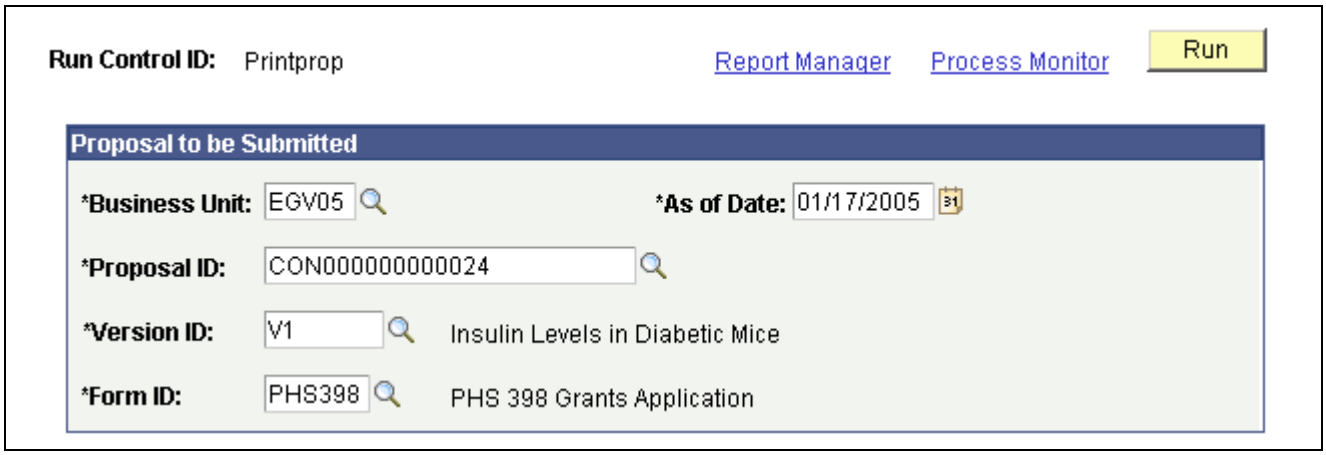
Page Used to Print Proposals

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.

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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_EDI Application Engine first, followed immediately by the ECOUT001 SQR report. In either case, the system generates the required data file, which the system converts into a PDF format that you can view or print using Adobe Acrobat Reader.

Freezing Submitted Proposals by Using Version IDs

You can use PeopleSoft Grants to capture a snapshot of proposals as of their submission. This snapshot is important if a sponsor asks you to make changes and then resubmit the proposal, or if, for any other reason, you must make changes to a proposal after it has been submitted.

PeopleSoft Grants uses version IDs to meet this need. Here is some general information about how version IDs are used for proposal submissions:

- The version ID of a submitted proposal provides the system with a way to freeze the proposal at the time of submission.
- The system does not permit you to 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 256

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Unlocking Proposal Information

After you submit a proposal, the system locks the proposal so that users cannot make any further changes. This safeguard helps keep information on the pre-award side in sync with information on the post-award side.

We deliver a user option called Unlock Proposal (GM_PR_UNLOCK), which enables you to provide selected users with the capability to change proposal information after the proposal is submitted. You should use this option with caution and for a limited number of select users to make minor changes to submitted proposals.

Note. You do not need to make any changes to the system if you do not want to enable users to change proposal information after the proposal is submitted. We deliver the Unlock Proposal option set to *N* (no).

Unlocking Proposals by Using the User Personalization Option and Permission Lists

To enable users to change proposal information after the proposal is submitted you must first enable the Unlock Proposal user option.

1. Select PeopleTools, Personalization, Personalization Option, Define Personalizations.
2. Select the Format tab.
3. Click Set Option Default Value for the GM_PR_UNLOCK user option.

   The system displays the Set Option Default Value page.
4. Enter *Y* in the Option Default Value.
5. Click OK.
6. Click Save.

To change the personalization options for a permission list:

1. Select PeopleTools, Security, Permission & Roles, Permission Lists.
2. Select the permission list.
3. Select the Personalizations tab.
4. Select Option Category Level *FIN* and Option Category Group *Portal Personalization.*
5. Click Edit Options.

   The system displays the Personalization Permissions page.
6. Select the Allow User Option check box for the GM_PR_UNLOCK user option.
7. Click OK.
8. Click Save.

Viewing Proposal Audit Logs

This section provides an overview of audit logs and lists the pages that are used to view proposal audit logs.

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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, a version ID, any number of its child projects, and selected proposal budgets and periods from one proposal to another without reentering data.

Note. Because you cannot add or update information in these pages, enter information in correction mode.

This section discusses how to:

- Copy proposal information.
- Copy proposal version information.
- Copy budget period information.

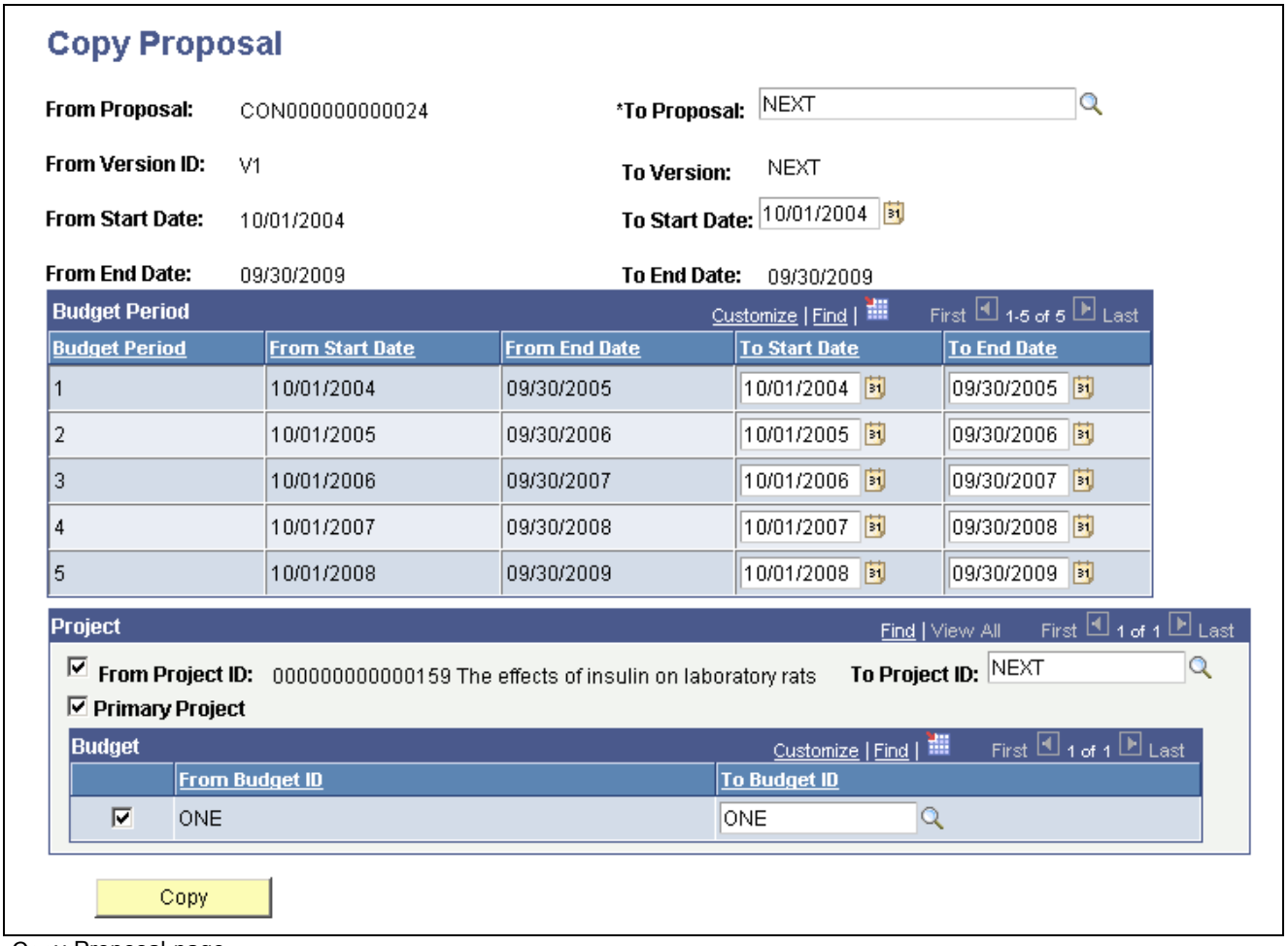
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Pages Used to Copy Proposal Information

Page Name	Object Name	Navigation	Usage
Copy Proposal	GM_BUD_PPSL_CPY	Grants, Proposals, Copy Proposal	Copy proposal information.
Copy Proposal Version	GM_BUD_PPSL_V_CPY	Grants, Proposals, Copy Proposal Version	Copy a proposal version.
Copy Budget Period	GM_BUD_PD_CPY	Grants, Proposals, Copy Budget Period	Copy information concerning budget periods from existing proposal budgets. This is useful when you want to freeze a budget before making additional changes to it.

Copying Proposal Information

Access the Copy Proposal page.



Copy Proposal page

To copy proposals:

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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 check box and From Budget check box to select the projects and budget IDs that you want to copy to the new proposal. Note that the default setting is for all the projects and activities to be copied.

   You can have as many rows for projects and budget IDs as you require for the proposal.
5. Use the To Project ID and To Budget fields to select the projects and budget IDs that you want to copy to the new proposal, or accept the system defaults.
6. Select the Primary Project check box to indicate which project should be the primary project in the copied proposal.
7. Click Copy.

   All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

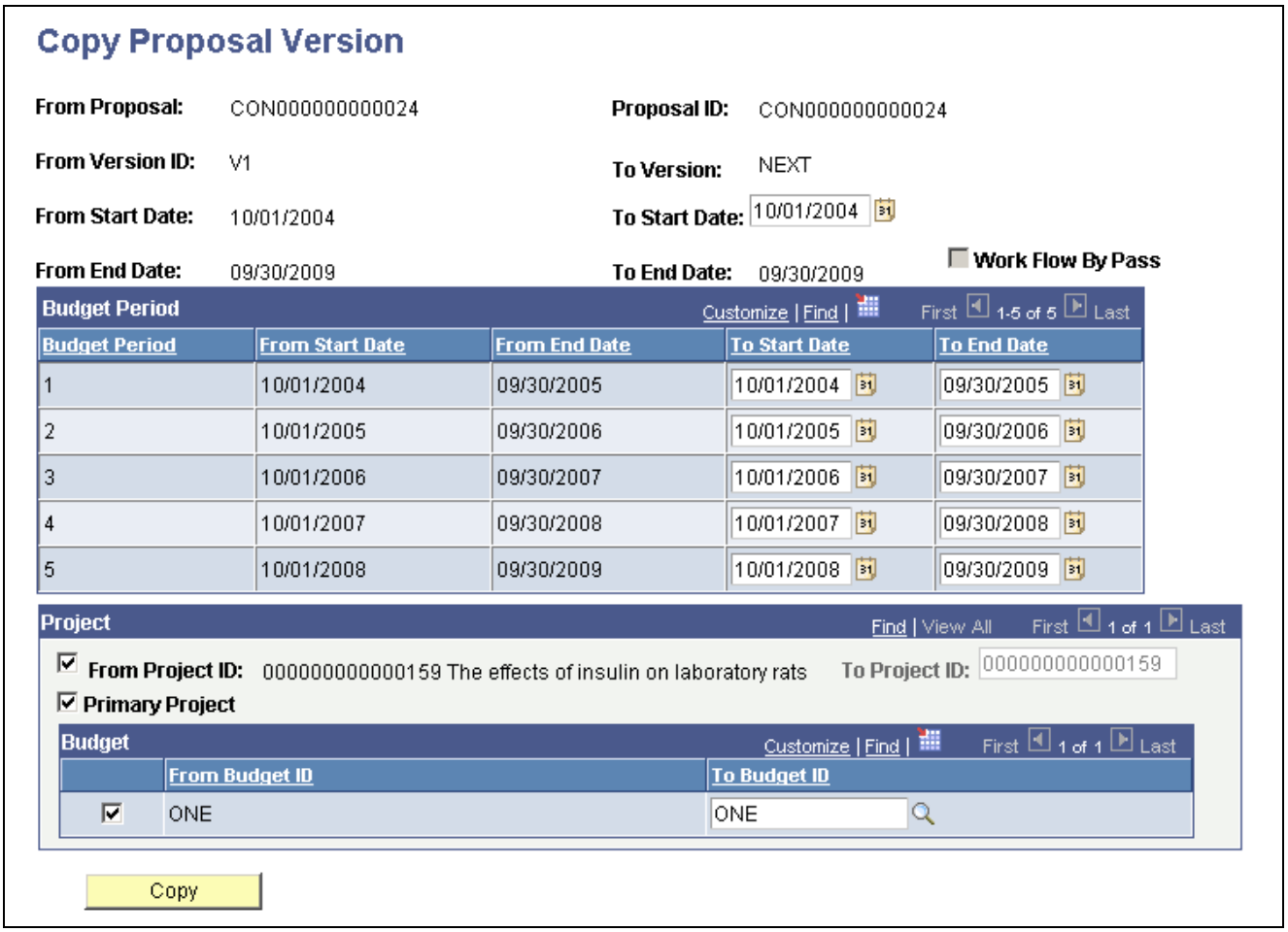
By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

Note. If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copying Proposal Version Information

Access the Copy Proposal Version page.

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Copy Proposal Version page

To copy proposal versions:

1. In the search dialog box, select the business unit, proposal ID, and version ID from which you want to copy information.
2. In the To Version field, enter the version ID to which you want to copy proposal data. The system supplies *NEXT* by default, which you can change if you did not select Strictly enforce Proposal Versioning at the Award Setup Definition level.
3. Use the From Project ID check box and to select the projects that you want to copy to the new proposal.
4. Use the To Budget ID check box to select the budget IDs that you want to copy to the new proposal, or accept the system defaults.
5. Select the Primary Project check box to indicate which project should be the primary project in the copied proposal.
6. Click Copy.

   All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

If the user is assigned the Workflow By Pass security role, the Workflow By Passcheck box appears. You can edit this check box when at least one proposal version has been through workflow and is approved. Workflow must be enabled for this to happen.

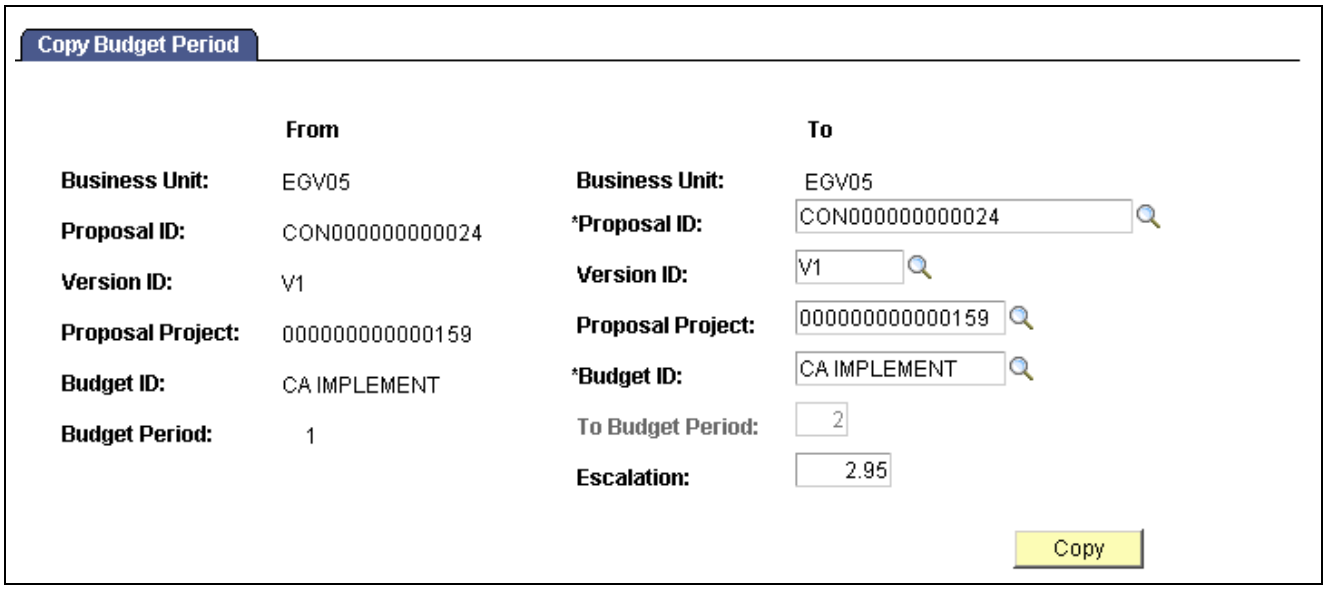
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Note. The projects that are attached to the source proposal copy to the new proposal version.

Note. If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copying Budget Period Information

Access the Copy Budget Period page.



Copy Budget Period page

To copy a proposal budget period:

1. In the search dialog box, enter the business unit, proposal ID, version ID, proposal project, and budget ID from which you want to copy proposal budget periods.

   All target keys (or To fields) appear by default from the budget period that you are copying, including the To Budget ID field. The budget period should be one number greater than the number in the From Budget Period field (this restriction is due to the application of cost of living). However, you can change all the To fields except the To Budget Period field.

2. (Optional) Specify an escalation percentage.

   The system inflates all budget amounts by the specified percent when they are copied to the new budget period.

3. Click Copy.

   When you set up the budget period, the Copy Budget Period function copies all of the tables that are under the Budget Period key structure, such as budget summary, budget line detail, and cost sharing.

Note. The copy process automatically adjusts the start and end dates in the underlying budget detail in accordance with the from and to budget period dates. Make sure that no information is in the child records of the target budget period, or you will receive a data conflict error message.

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See Also

Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposal Budgets, page 237

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, Proposal	View comprehensive data about a pre-award budget based on the version ID.
Review Pre-Award Budget - Projects	GM_BUD_INQ_PROJ	Grants, Proposals, Review Pre-Award Budget, Projects	View a breakdown of the overall proposal by project.
Review Pre-Award Budget - Cost Sharing	GM_BUD_INQ_CS	Grants, Proposals, Review Pre-Award Budget, Cost Sharing	View sponsor direct costs.

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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.

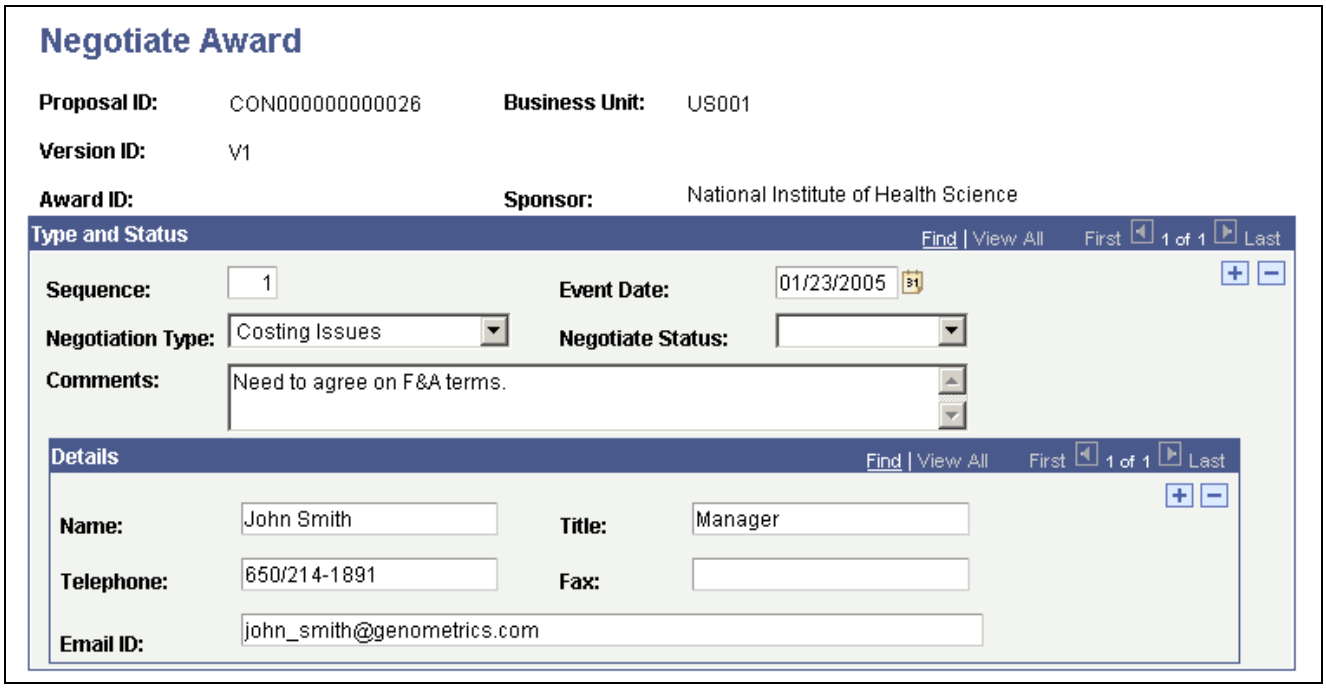
Page Used to Negotiate Awards

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.

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Negotiating Awards

Access the Negotiate Award page.



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.

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Understanding the Award Generation Process

This section discusses:

- Generating awards.
- Processing pre-award spending and post-award budgeting.
- Finalizing awards.
- Setting up PeopleSoft Commitment Control.

Generating Awards

After you submit a proposal and the sponsor approves it for funding, you usually negotiate award details with the sponsor. You also prepare the PeopleSoft Grants system for processing funds and dealing with billings, letters of credit, F&A costs, cost-sharing rate calculations, modifications, and general award administration. PeopleSoft Grants developed many of its post-award features to leverage existing tables, records, and pages in PeopleSoft Project Costing and PeopleSoft Contracts.

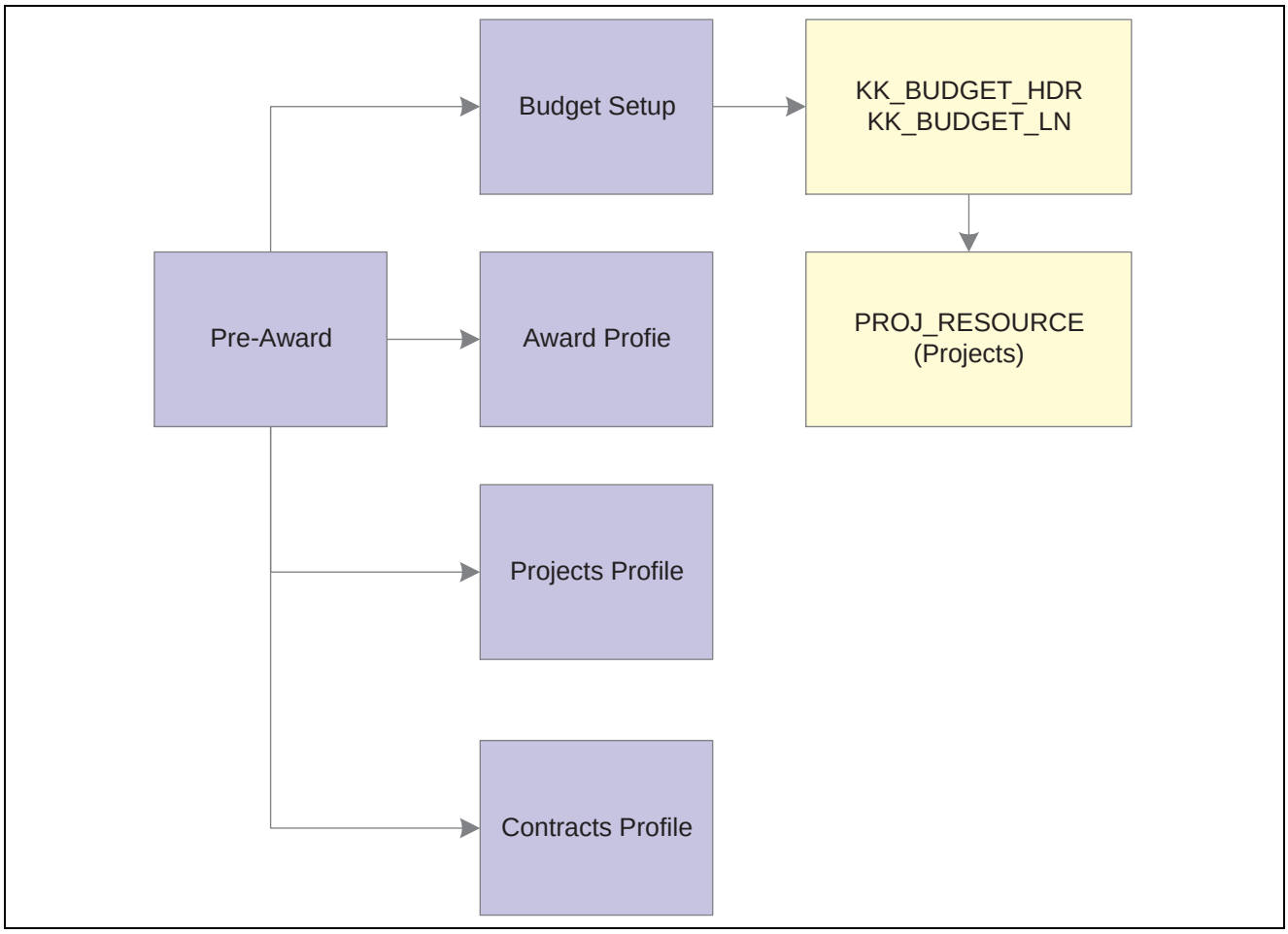
To set up an award, you must send information into the award profile. The award generation process brings specified information from the proposal into tables in Grants/Award. This process also maps proposal-related fields in PeopleSoft Grants to fields in PeopleSoft Contracts and PeopleSoft Project Costing.

You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning 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:

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Data movement in Grants

Through the award generation process, PeopleSoft Grants writes the required award information to PeopleSoft Contracts. This process creates a contract, adds a contract line to the contract, associates PeopleSoft Grants projects and activities with the contract line, and creates billing and revenue recognition plans. Due to this integration with PeopleSoft Contracts, you can generate bills and recognize revenue for all transactions that are associated with your sponsored awards

Processing Pre-award Spending and Post-award Budgeting

Occasionally, you need to enable spending before a proposal has been formally awarded. You can initiate pre-award spending from the PeopleSoft Grants Generate Award page.

If you do initiate pre-award spending, here is how the system processes records:

- When you run the award generation process with the Pre-award Spending check box selected, PeopleSoft Grants creates projects and activities from proposal projects (it does not create budget rows). Also, the system does *not* write data to the Project Budget Plan (PC_BUD_PLAN) and Project Budget Detail (PC_BUD_DETAIL) tables. For pre award spending, the system does not create the contracts and contract lines.
- If PeopleSoft Commitment Control is enabled for projects and the primary general ledger business unit, the system creates a row for each project in the Commitment Control table (KK_CF_VALUE) with the control option of *Track without Budget.*

  In this situation, a range of projects must not exist for the default ledger group that encompasses the project ID.

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- 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 PeopleSoft Grants creates for the pre-award spending run are automatically selected for the finalization run. The system populates the PeopleSoft Grants budgets and ChartField records to reflect modified budgets.
- The ChartField control rules change to enforce overall project/grant control in PeopleSoft Commitment Control.

  The system 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 PeopleSoft 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 PeopleSoft Project Costing and the PeopleSoft General Ledger Business Unit have PeopleSoft Commitment Control enabled, the award generation process automatically creates entries.

See *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, “Setting Up Basic Commitment Control Options,” Defining Control ChartFields.

See Also

Chapter 13, “Understanding Integrating PeopleSoft Grants with Other Applications,” Integration Process Flows for PeopleSoft Grants, page 383

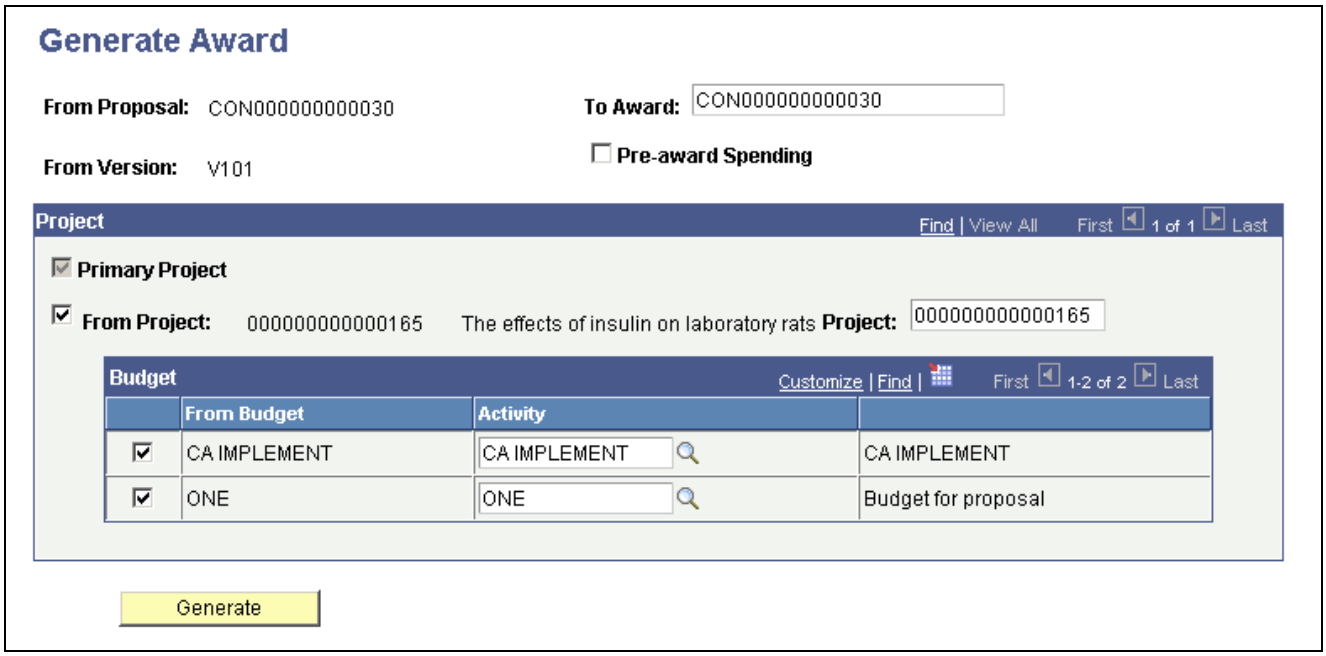
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Page Used to Generate an Award

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 PeopleSoft 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 247.

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.

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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 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.

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.

If the proposal is a Grants.gov proposal the Grants.gov processing status has to be *Agency Tracking Number Assign* in order to generate the award.

Pre-award Spending

To initiate pre-award spending:

1. Run the process with the Pre-award Spending check box selected to bring over the project and budget level information to PeopleSoft Project Costing.
2. When the proposal officially becomes an award, run the award generation process again to finalize the proposal as an award.

Note. The award generation process brings forward the cost-sharing amounts that exist within the proposal. No computations take place for cost sharing when 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.

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- 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 PeopleSoft Grants:

- Milestones track key completion phases for sponsored projects and are ultimately used in award closeout processing.
- Milestones can include deliverables, deadlines, sponsor-special reports, final financial reporting, other reporting requirements, or award closeout.
- The Milestone page is an institution-defined control table that stores milestones that you establish as appropriate for your tracking needs.

  Milestones can be systematically added during Award Generation Process.
- You can track Milestones by status — such as Completed, In Progress, Pending, Under Review, or any other status you define on the Milestone Status page.
- Each award has one or more designated individuals (DIs) with the authority and knowledge to identify award milestones, deliverables, and deadlines.

  The DI determines the processing schedules and routing lists for milestones, notifications, and workflow. Although typically the DI is an employee of the sponsored program office, a principal investigator (PI) or other authorized professional can fill this role. You define your own DI structure.
- You can use milestones to enter information about the notification functionality.
- Notification of milestones includes deliverables that are due to and from the institution.
- Milestone tracking does not initiate other processes such as billing.

  It generates reminders to users to initiate the necessary processes. Milestones can be added to the award by individuals manually or by the award generation process if Include in Award is checked on the milestone setup page.

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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 about the award.
Additional Information	GM_ADDITIONAL_INFO	Click the Add Additional Information button on the Additional Information page.	Create user-defined Additional Info Types.
Allocation Percentage	GM_AWD_ALLOC_PCT	Click the Additional Details button on the Additional Information page.	Enter minority owned percentages.
Concurrent Submissions	GM_AWD_CON_SUB	Click the Additional Details button on the Additional Information page.	Select the business unit, proposal, and version for each proposal that you are submitting concurrently.
Conflict of Interest	GM_AWD_COI	Click the Additional Details button on the Additional Information page.	Select check boxes to indicate 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 button 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_AWD_FLOWTHRU	Click the Additional Details button on the Additional Information page.	Select the primary sponsor that the proposal will flow through.
Intellectual Property	GM_AWD_INTEL_PROP	Click the Additional Details button on the Additional Information page.	Enter information about the use of intellectual property.
PI Change	GM_AWD_PI_CHANGE	Click the Additional Details button on the Additional Information page.	Indicate the PI changed and select the ID of the previous PI.
Pre-Award Spending	GM_AWD_PREAWD_SPD	Click the Additional Details button on the Additional Information page.	Indicate that pre-award spending is permitted and enter the guaranteed source of funding.

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Page Name	Object Name	Navigation	Usage
Previous Award	GM_AWD_PREV_AWD	Click the Additional Details button on the Additional Information page.	Enter information about the previous award and indicate that a renewal is in progress if it is based on an accomplishment.
Related Proposals	GM_AWD_REL_PROP	Click the Additional Details button on the Additional Information page.	Enter information about related proposals.
Solicitation	GM_AWD_SOLICITATN	Click the Additional Details button on the Additional Information page.	Enter information about a solicitation.
Grant Administrator	GM_AWD_ADMIN_CNTCT	Click the Grant Administrator link on the Award — Award page.	Enter information about the Grant Administrator.
Sponsor Website	GM_AWD_URL	Click the Sponsor Website link on the Award — Award page.	Enter sponsor website information.
CFDA	GM_AWD_CFDA	Click the CFDA link on the Award – Award page.	Enter multiple CFDA numbers if you enabled this feature.
Award - Funding	GM_AWD_FUNDING	Grants, Awards, Award Profile, Funding	Enter funding amounts and periods.
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.

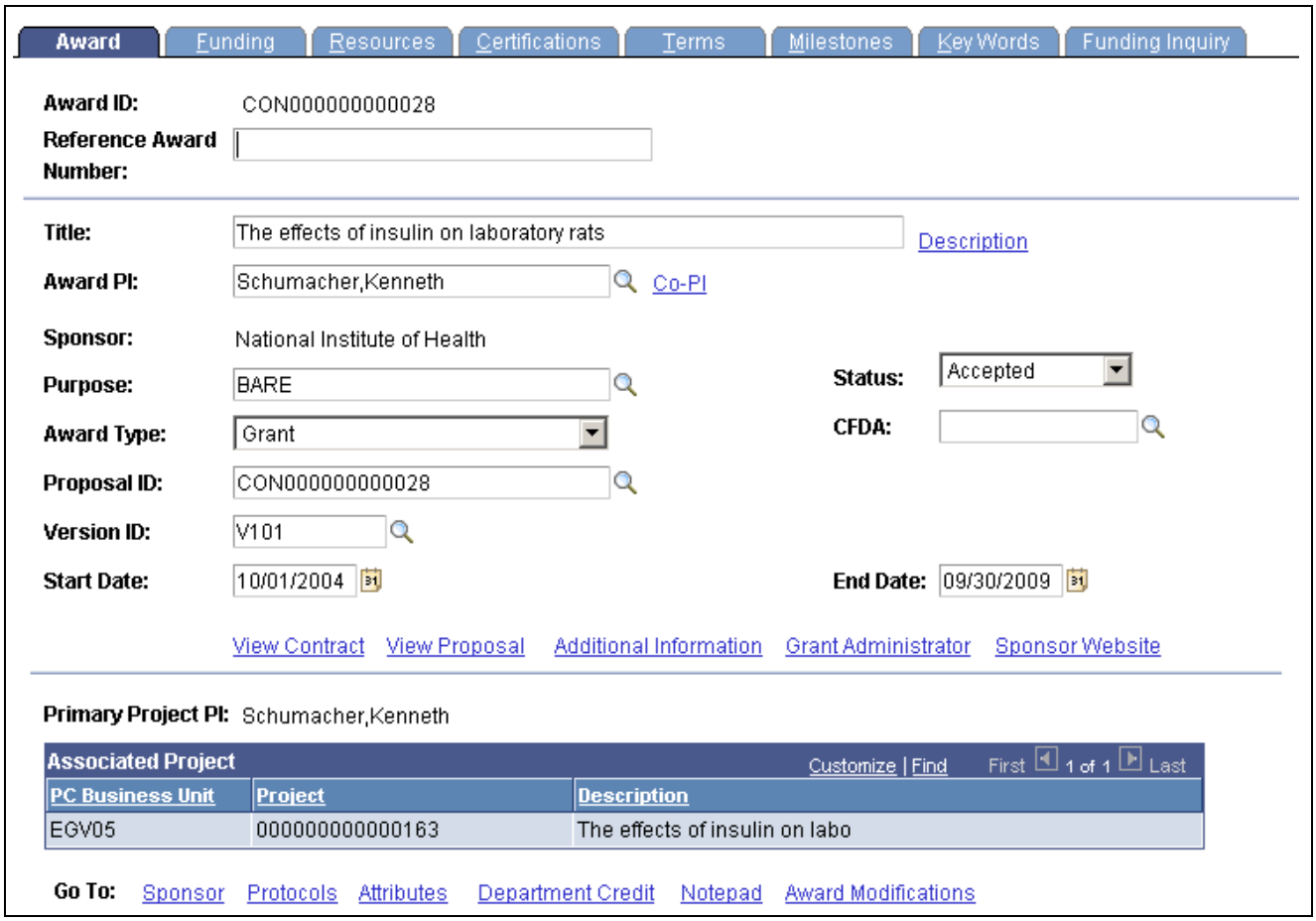
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Page Name	Object Name	Navigation	Usage
Award - Terms	GM_AWD_TERM	Grants, Awards, Award Profile, Terms	Store the terms and conditions that apply to a particular award.
Award - Milestone	GM_AWD_MILE	Grants, Awards, Award Profile, Milestone	Set up award milestones.
Award - Milestone Contacts	GM_MILE_CONTCT_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 - Funding Inquiry	GM_AWD_FUND_INQ	Grants, Awards, Award Profile, Funding Inquiry	View award funding information.
Award - Sponsor	GM_AWD_CUST	Grants, Awards, Award Profile, Sponsor.	Add multiple sponsor contacts for the awarding sponsor.
Award- Protocols	GM_AWD_PCL	Grants, Awards, Award Profile, Protocols	Add multiple protocols to the award.
Award — Award Modification	GM_AWD_MOD_HDR	Grants, Awards, Award Profile, Award Modifications	Review data concerning modified awards.
Award Modifications	GM_AWD_MOD	Click the Comments link on the Award — Award 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 for Period	GM_AWD_LINE_COMMENTS	Click the Comments button on the Award Modification page	Enter comments about the Award Modification for 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.

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Award - Award page

Award information comes from the proposal header.

Reference Award Enter the sponsor award number. This value appears on some of your PeopleSoft Grants invoice formats when you process your billing information.

Description Click to access the Description page and enter an expanded title for the award.

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.

CFDA (catalog of federal domestic assistance) Enter the CFDA number that is related to the award. There is a prompt table delivered which can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page this field is a link to the CFDA page where you can enter multiple CFDA numbers.

View Contract Click to access the Contract - General page in PeopleSoft Contracts.

View Proposal Click to access the General Info page in the proposal.

Additional Information Click to access the Additional Information page where you can add additional comments about the award. Select the type of comment that you want to enter, and then enter comments and other information on an additional page specific to the type of comment that you selected. Click the Add Info button to create user-defined Additional Information Types.

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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.

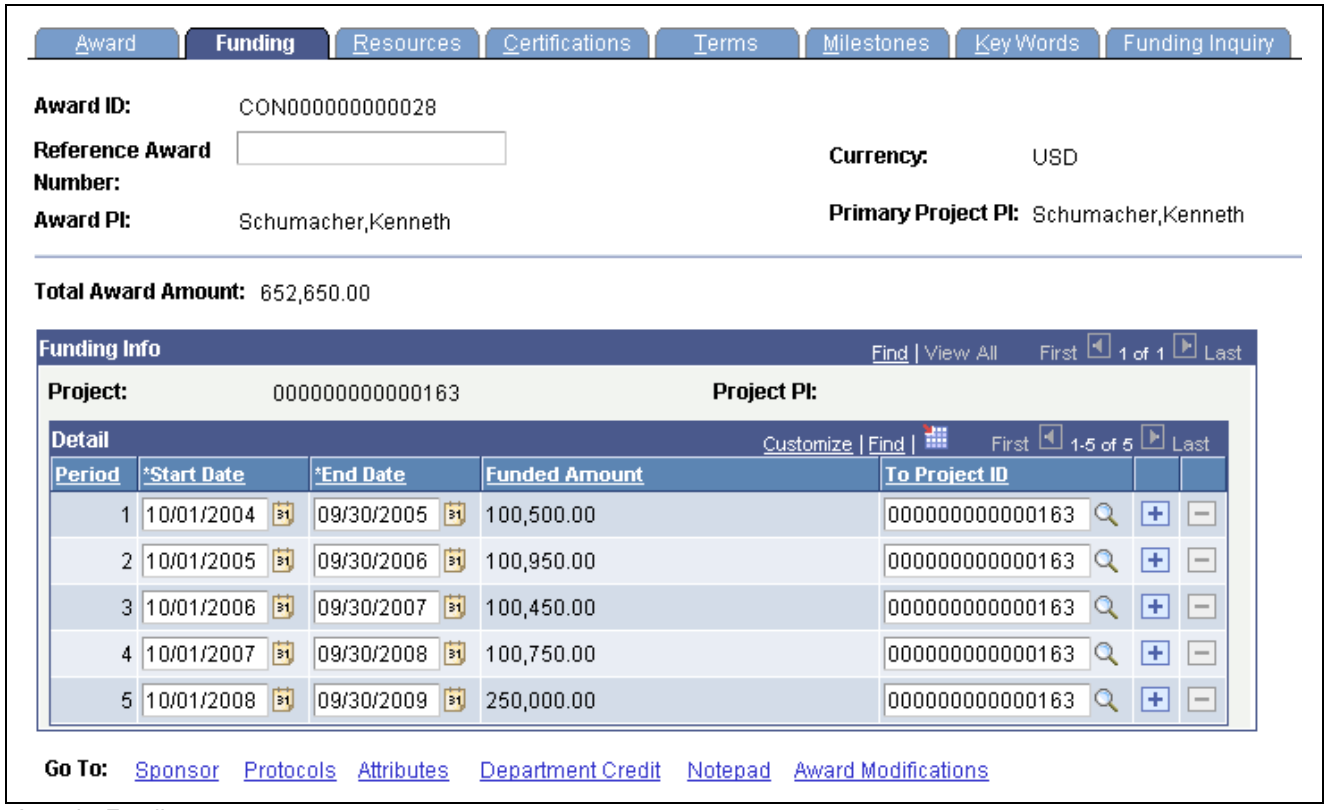
Award Modifications Click to access the Award Modifications page and enter information about funding by award period. Add a line for each awarded period in the grid. If you make modifications to a period, you can record these details in the Comments text box at the end of the line.

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.

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 PeopleSoft Contracts.

Setting Up Award Funding

Access the Award - Funding page.



Award - Funding page

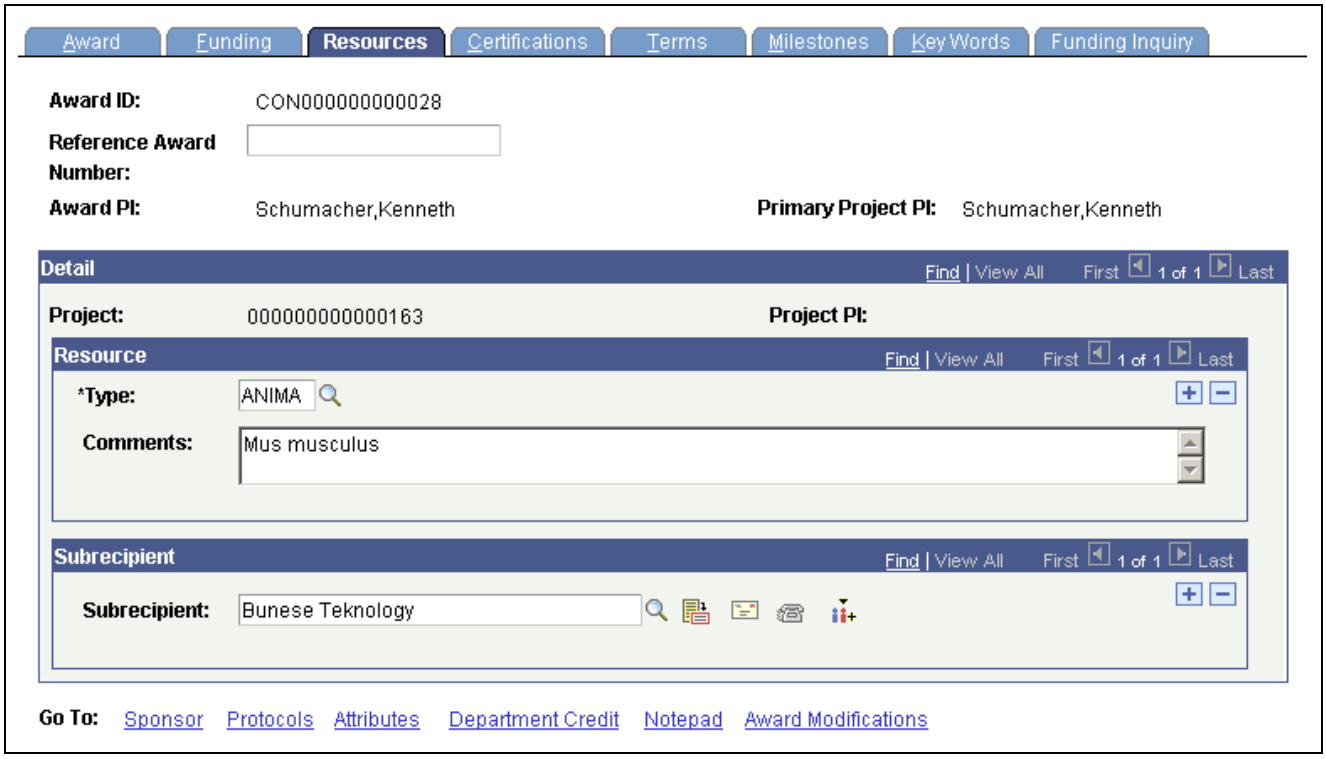
The funded amount is the sum amount for that project and budget period in the PC_BUD_DETAIL page. This amount is view-only. The funded amount is sponsor portion only and does not include the cost share amount. If you enter a new period in the grid on the Resources page, then the project ID is automatically created for the project.

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Note. An award can have multiple projects with multiple budget periods.

Adding Resources

Access the Award - Resources page.



Award - Resources page

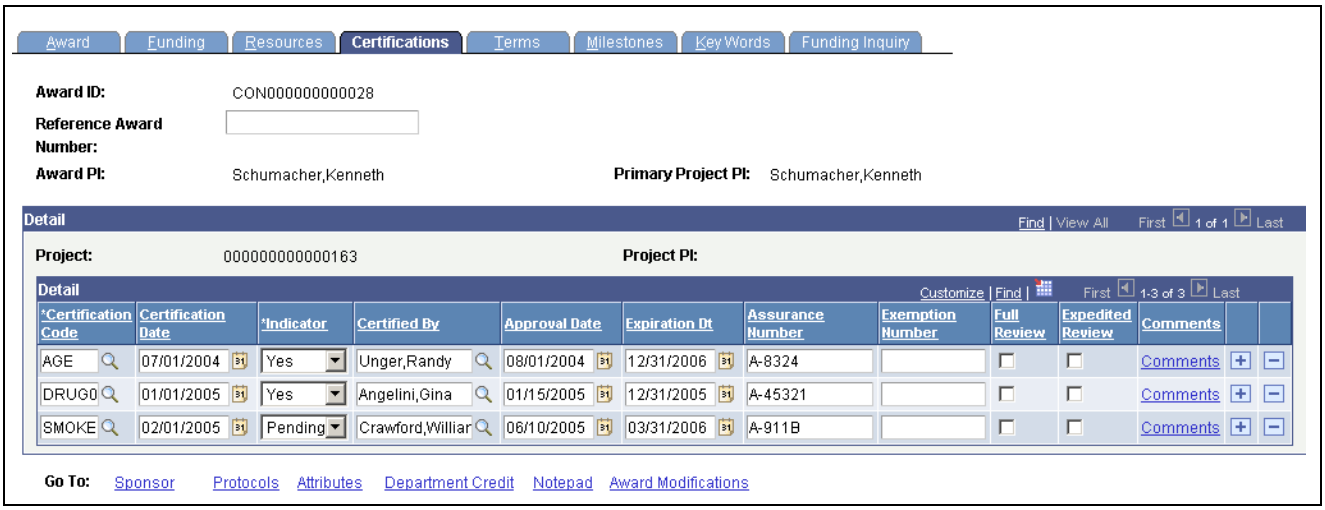
Proposal resources and subrecipient data flow from the pre-award to the post award, through the generate process.

See Chapter 8, "Preparing and Submitting a Proposal," Maintaining Information About Each Resource for a Proposal Project, page 198.

Setting Up Award Certifications

Access the Award - Certifications page.

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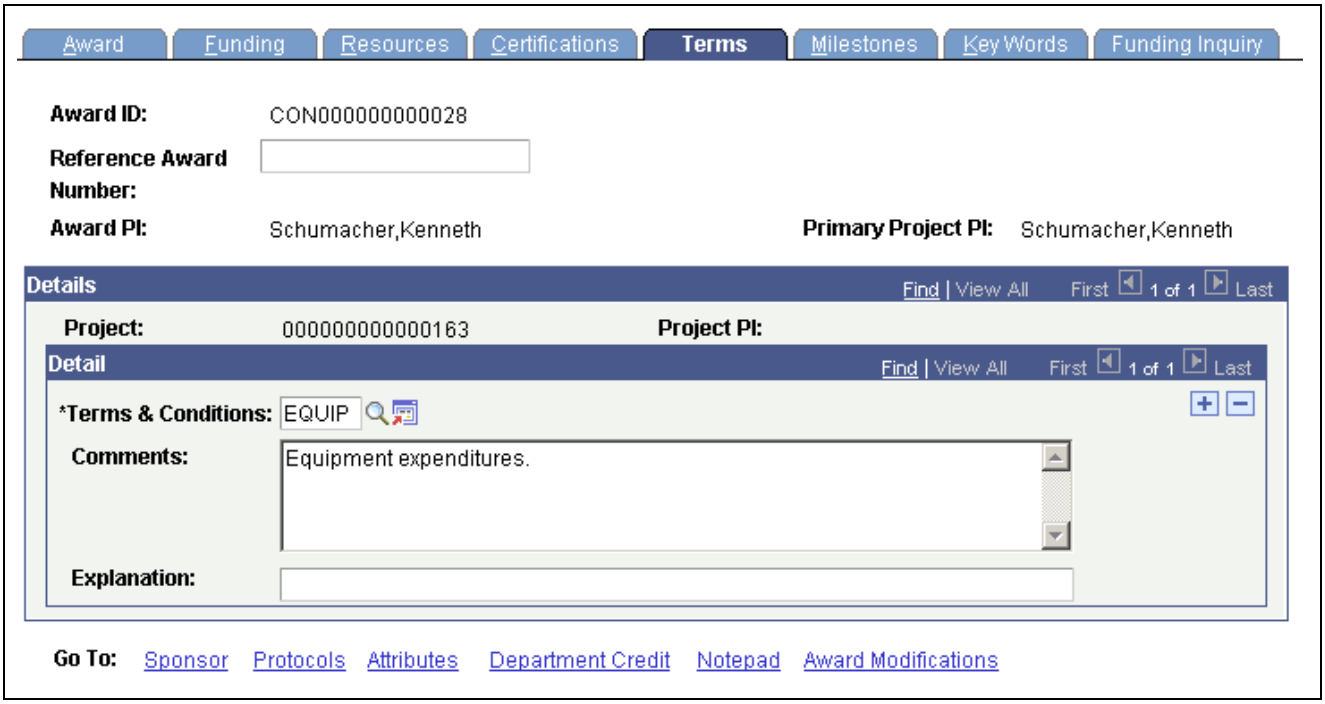
Award - Certifications page

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

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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. You can track distinct terms and conditions for each award project.

Terms & Conditions Select a term or condition from a list of previously defined terms for the awarding sponsor.

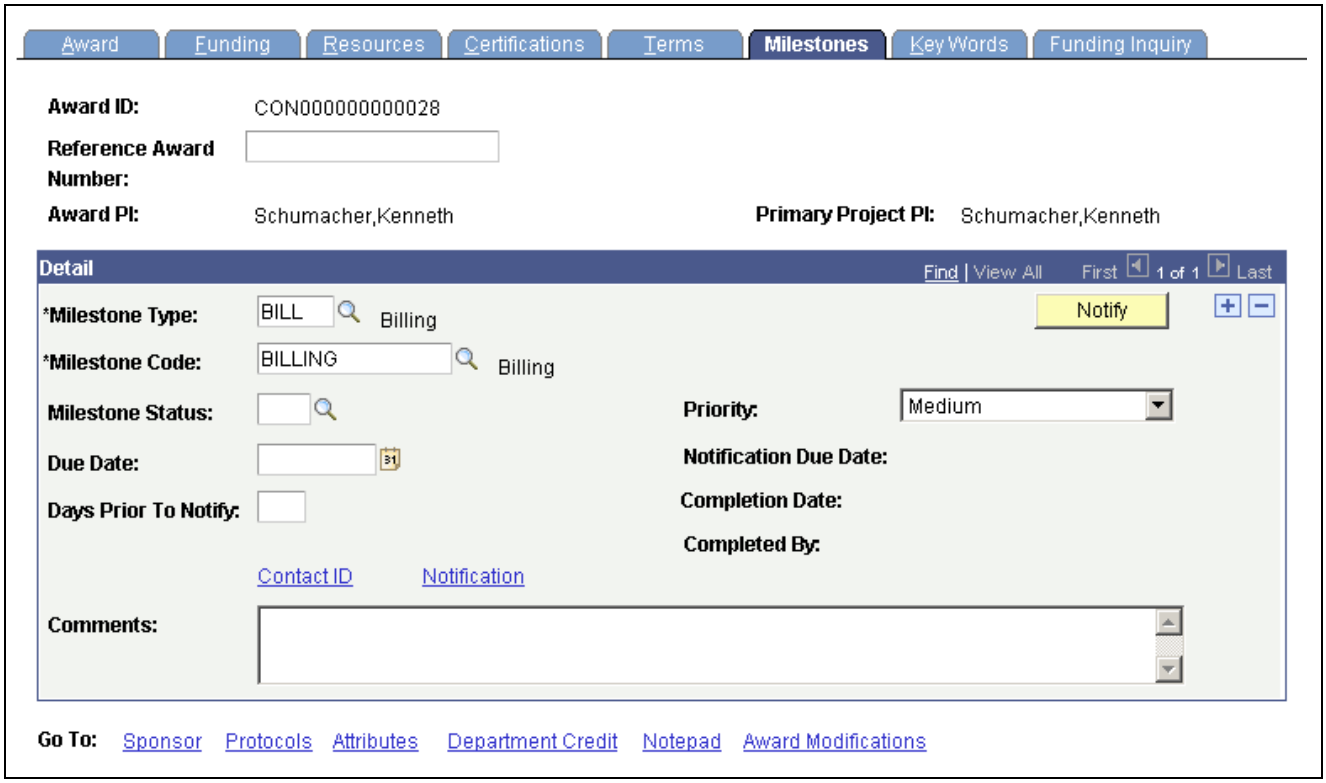
Explanation Enter additional information that is related to the terms and conditions of the award.

Click the Add Guideline ID button to enter additional terms and conditions.

See Chapter 5, "Structuring PeopleSoft Grants," Entering Sponsor Guidelines, page 81.

Setting Up Award Milestones

Access the Award - Milestone page.



Award - Milestones page

Milestone Type and **Milestone Code** Select a milestone type. Milestone types are labels for grouping milestones. Each milestone type has a milestone code associated with it.

For example, closeout types could include contract closeouts, financial closeouts, and technical closeouts. Define milestone types and codes in the Milestone control table (select Setup Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes).

After you select a milestone type, the system makes only those milestone codes available that are related to it. If a milestone type is inactive, the related codes

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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.

Milestone Status Select a milestone status. You define these statuses on the Milestone Status page.

Due Date Select the required completion date for the milestone.

Priority Select the milestone priority. Options are *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.

Completion Date, and **Completed By** If the milestone status is Completed the Completion Date and Completed By are populated by the system with the current date and time and the current user employee ID.

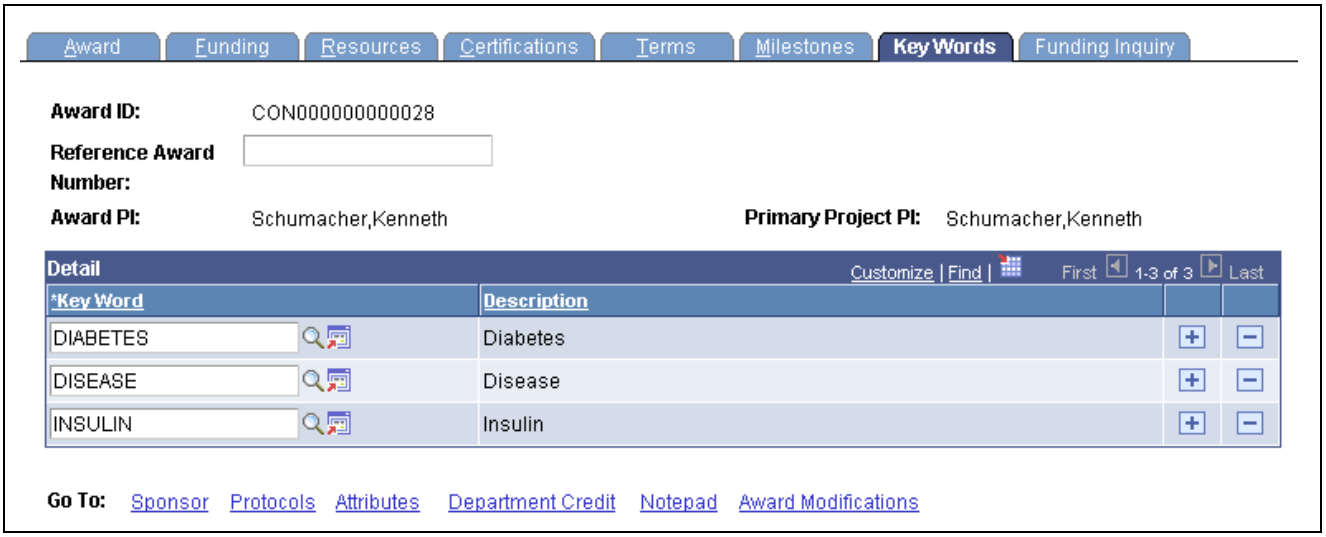
Contact ID Click to access the Milestone Contacts page that stores contact information. Select the contact name (the responsible person), transmission code (a method for communicating with that person), and then enter any relevant comments.

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 - Key Words page

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This page links key words, as defined in the key word control record, to an award. Key words can track awards by subject category (for example, science: cell biology) or link multiple codes to an award. Key words appear by default from the proposal. Establish and maintain the key word control record prior to creating proposals and awards.

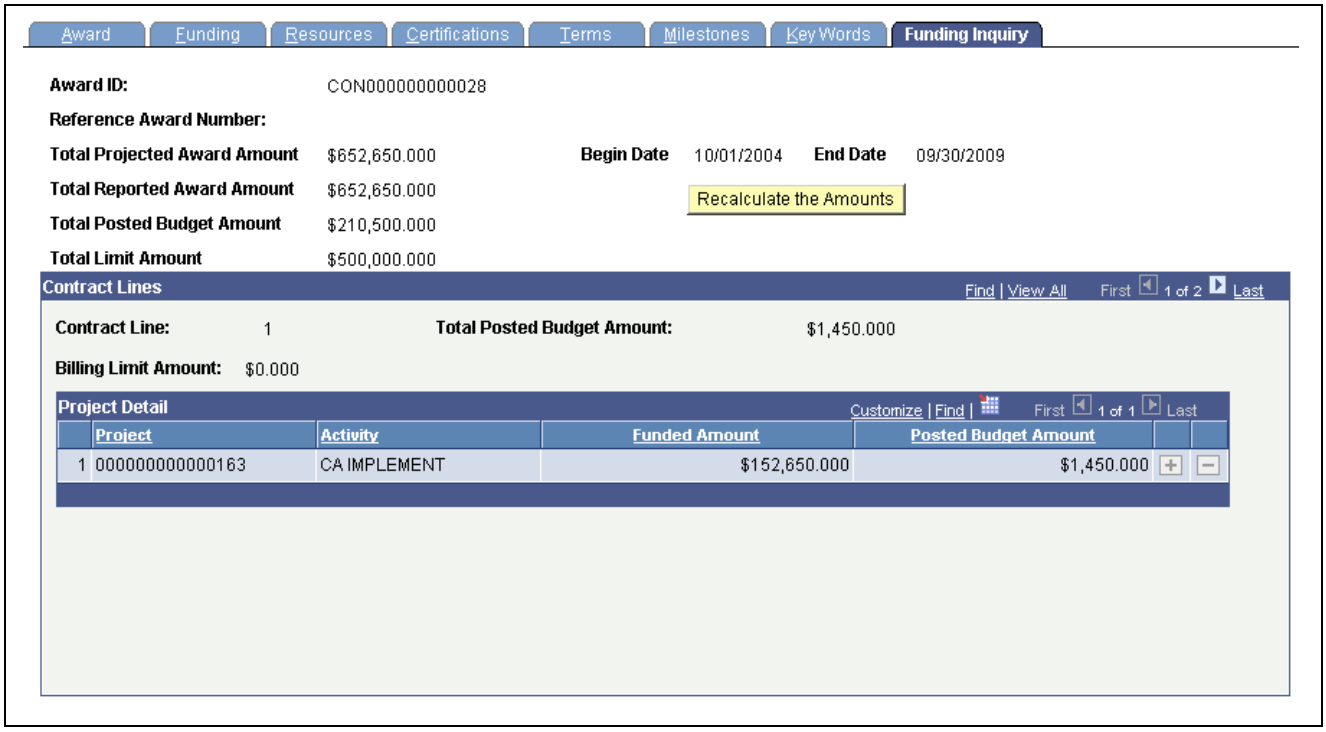
Key Word Select a key word from the list of available values.

Click the Add Key Words button to access the Proposal Key Words page and enter additional key words.

See Chapter 5, "Structuring PeopleSoft Grants," Entering Key Words, page 89.

Viewing Award Funding

Access the Award - Funding Inquiry page.



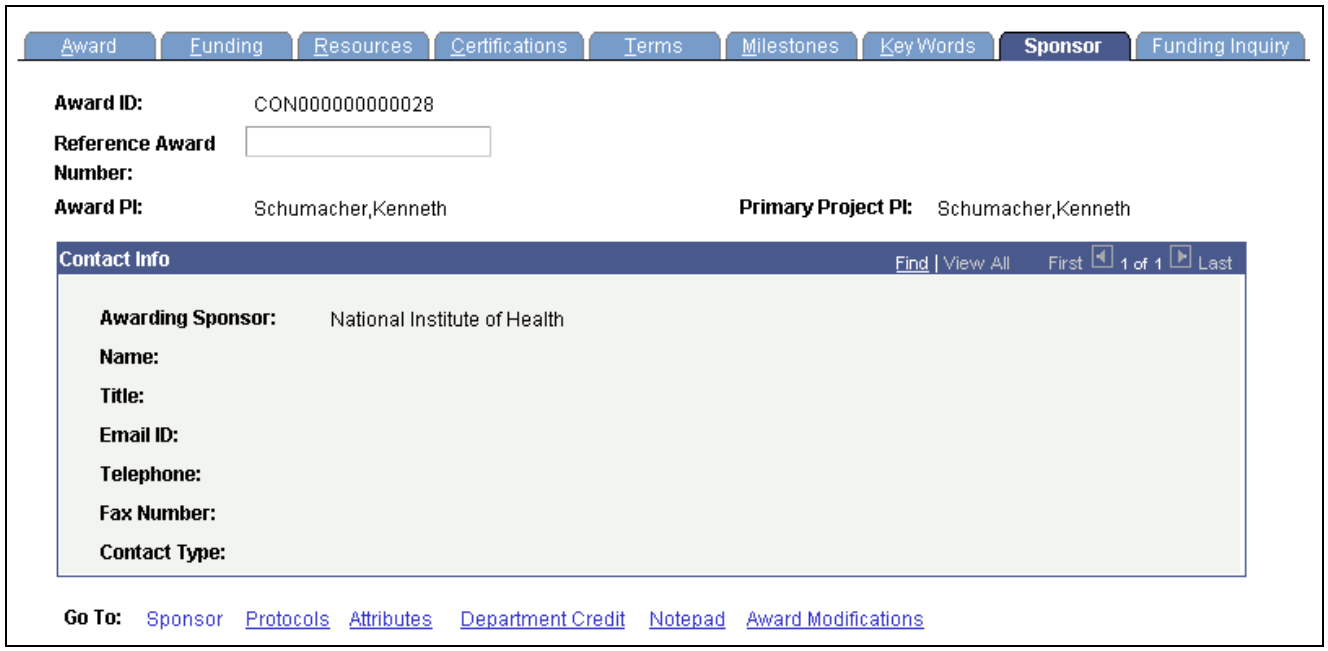
Award - Funding Inquiry page

This page displays summary funding information for the award and detailed funding information for each contract line. Click Recalculate the Amounts to update the figures. The Total Posted Budget Amount includes the sponsor portion only. It does not include the cost share portion.

Setting Up Sponsor Contacts

Access the Award - Sponsor page.

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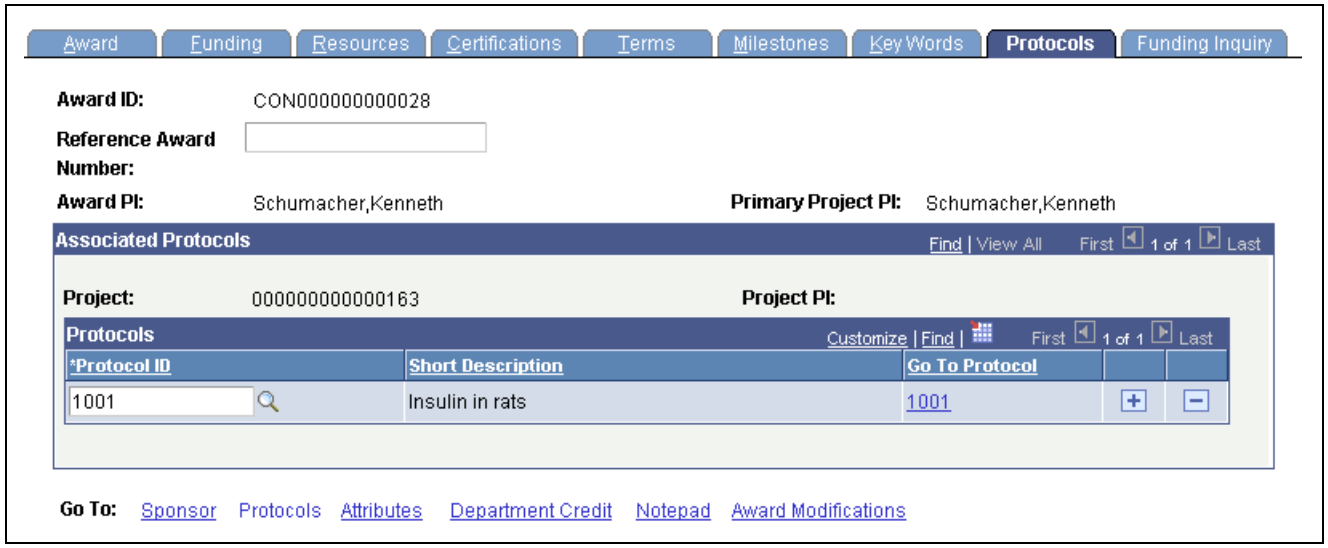


Award - Sponsor page

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.



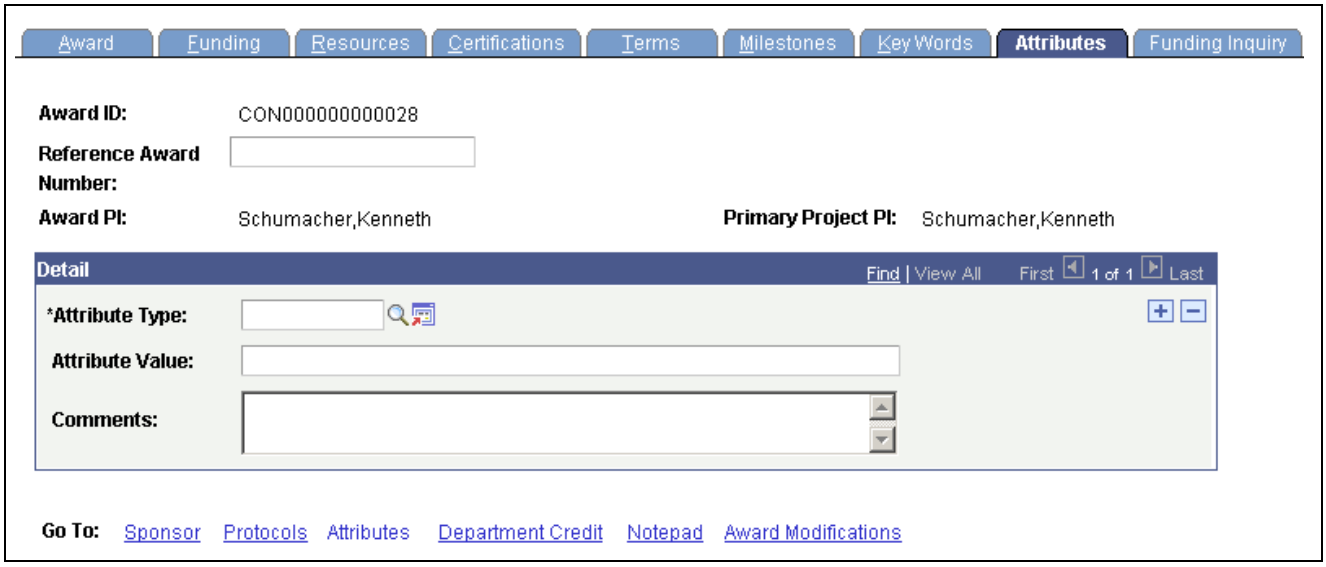
Award - Protocols page

Select a protocol to associate with the award. Protocols that are associated with the proposal flow to the award during the generate process. You can enter more protocols on this page. The protocol must have at least one protocol version approved for you to attach the protocol header to the award. Click the Go To Protocol link to view the protocol header.

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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.

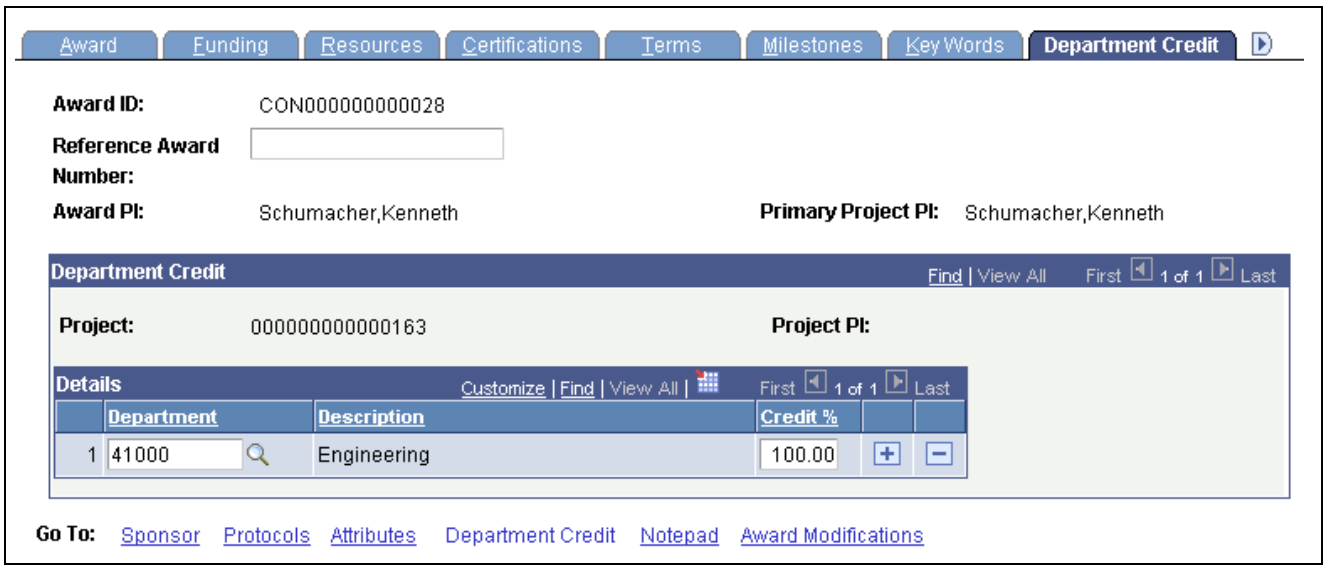


Click the Add Attribute button to access the Attribute Type page and enter additional attribute codes. The system stores attributes in the Attribute Type control page. Attributes can be anything you want to track in an award.

See Chapter 5, "Structuring PeopleSoft Grants," Creating the Institution Attribute Type, page 73.

Setting Up Department Credits

Access the Award - Department Credits page.



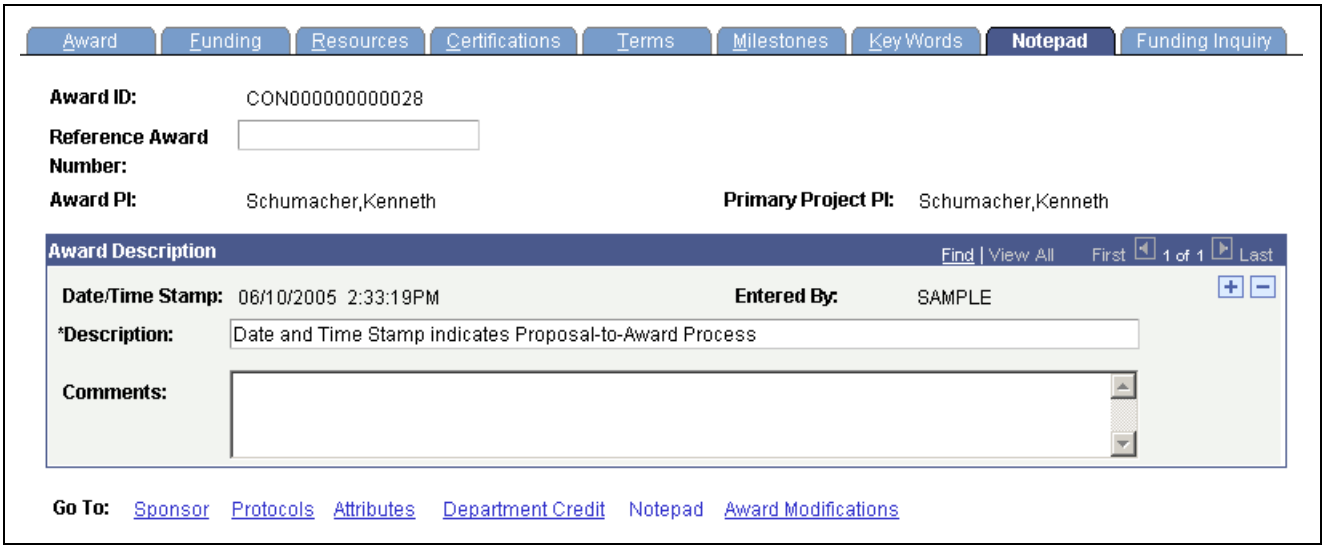
Award - Department Credit page

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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.



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.

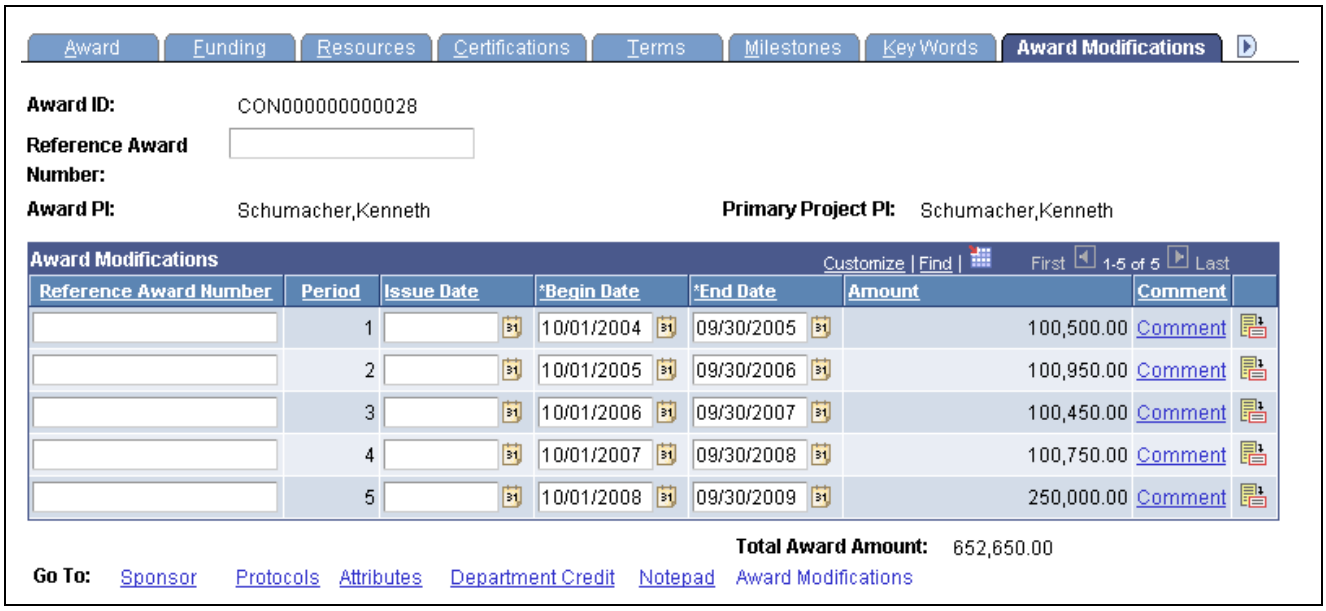
Description The system displays default text that indicates that you created this award through the award generation process. When you create an award independently, this field is blank.

Comments Enter notes regarding more complex issues that concern the award subject matter.

Using the Award Modifications

Access the Award - Award Modifications page.

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Award - Award Modifications page

You cannot edit the periods and amounts at the period level within an award. The pre-award to post-award process populates these rows in the following way:

1. The number of periods for an award equals the number of periods for a project.
2. The amount at the period level is equal to the sum of amounts for each period for all the projects for an award.
3. The begin date and end date are equal to the begin and end date for each period for the project.

   These dates are the same for all projects for an award.

Reference Award Number Enter the sponsor reference award number.

Period Displays a value generated in the pre-award to post-award process. The number of periods for an award equals the number of periods for a project. You cannot change this value.

Issue Date Enter the date on which the modification was issued by the sponsor.

Begin Date and **End Date** Displays the begin and end dates for each period for the project. They are the same for all projects for an award.

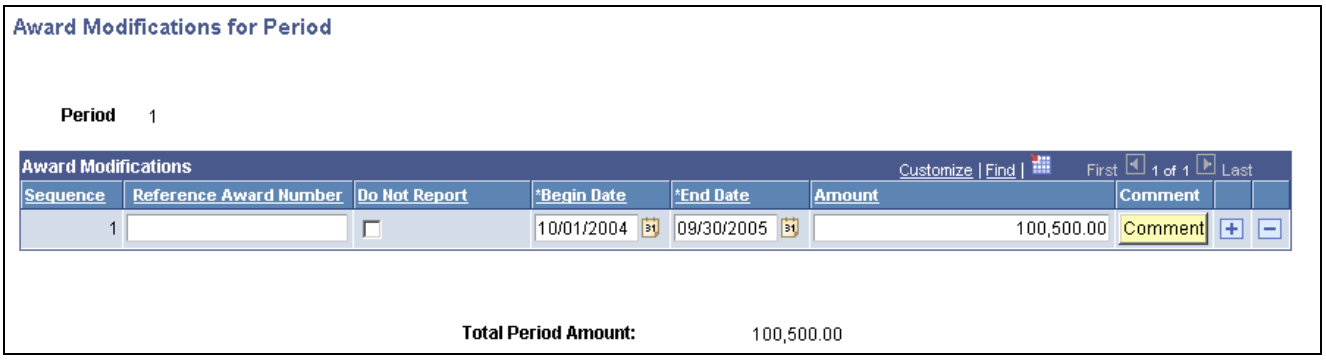
Amount Displays an amount value generated in the pre-award to post-award process. The amount at the period level equals the sum of the amounts for each period for all the projects for an award.

Click the Details button to go to the Award Modifications for Period page where you can enter supplemental funding information. You can make multiple modifications to the award amounts for an award period.

Adding Award Modifications for a Selected Period

Access the Award Modifications for Period page.

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Award Modifications for Period page

Do Not Report Select to exclude this award modification from being reported on the Award - Funding Inquiry page.

Establishing Milestone Notifications and Processing

This section provides an overview of milestone notifications and processing and discusses how to:

- Review milestone notifications.
- Process milestone notifications.

Understanding Milestone Notifications and Processing

Three ways are available to send out milestone 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.

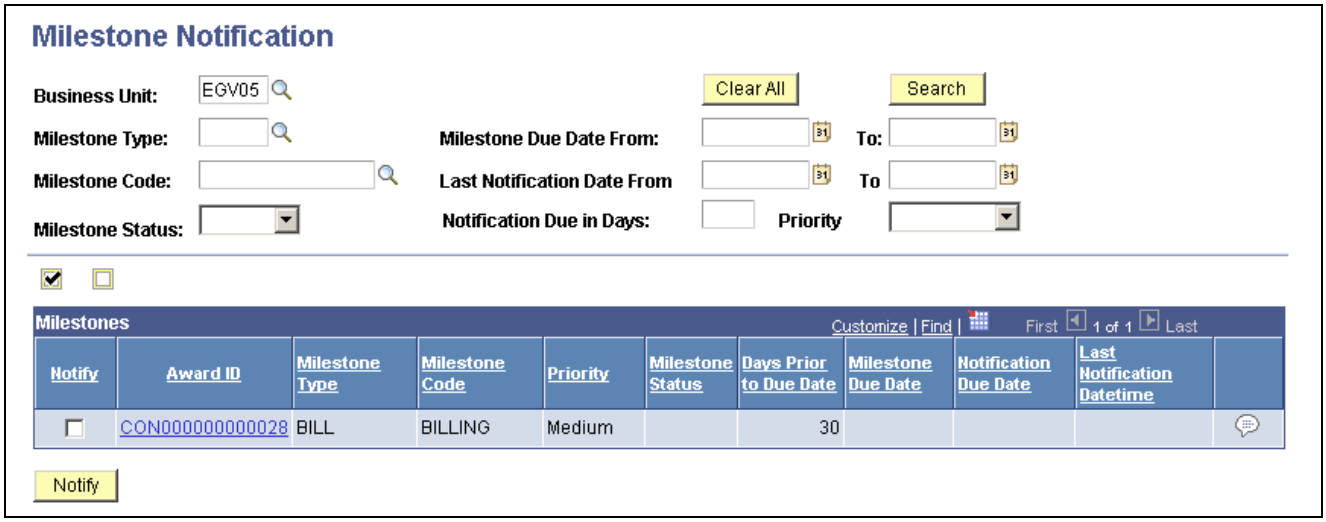
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Pages Used to Establish Milestone Notifications and Processing

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.
Milestone Notification Comment	GM_MSTONE_NOTI_CM	Click the Comments button on the Milestone Notification page.	Add comments about the milestone notification.
Process Milestone Notification	RUN_GM_MS_NOTI	Grants, Awards, Process Milestone Notification	Set up the process scheduler to search for milestones that are due on the current date, and to run milestone notifications automatically.

Reviewing Milestone Notifications

Access the Milestone Notification page.



Milestone Notification page

Select one or more parameters. Click Search to find the milestones that meet the search criteria.

Milestones

Notify Select this option to notify each milestone. This option appears for completed milestones.

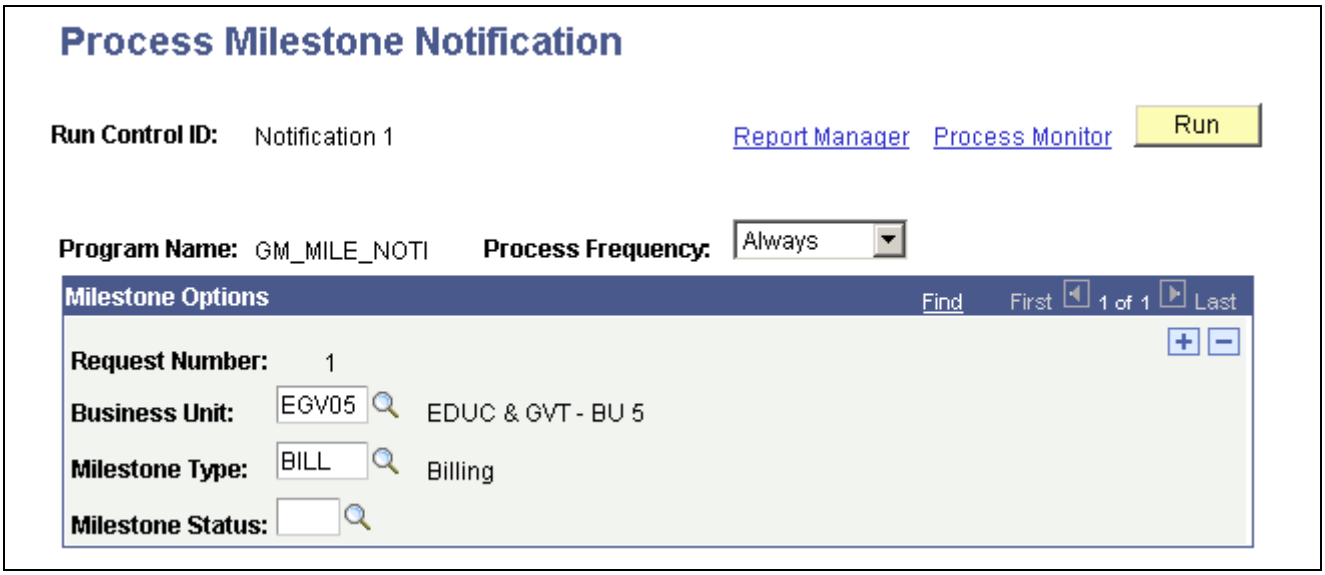
Award ID Click to access the Award Profiles component.

Click to enter comments that will accompany the email notification.

Processing Milestone Notifications

Access the Process Milestone Notification page.

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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, milestone type, or milestone status. If they are not entered, then the batch process searches for all business units, milestone types, and milestone statuses.

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 9.0 PeopleBook* describes the pages that are used most often for grants-related project contracts. For complete instructions on using all the pages in PeopleSoft Contracts refer to the instructions in your *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

Understanding Award Contracts

After you negotiate an award, establish the award profile, and initiate the award generation process for a proposal, you can prepare PeopleSoft Grants for financial transactions using the appropriate pages in PeopleSoft Contracts.

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When you run the award generation process in PeopleSoft Grants, the system automatically generates a contract. This contract represents your funded award and is required for processing any transactions against your award through to PeopleSoft Billing and PeopleSoft General Ledger. The Contract - General page captures the agreement information for your award as well as general information relating to the sponsor.

Revenue Recognition

PeopleSoft Contracts manages the booking of revenue to the general ledger through the use of revenue recognition plans and the services accounting system.

The method of revenue recognition for PeopleSoft Grants is *As Incurred.* Use this method manually to manage revenue on an as-needed basis. The As Incurred method is transaction-based revenue recognition and uses scheduled processing. As an activity is incurred and processed, revenue is recognized. This method is used with rate-based contract activity. Typically, you would use this method on cost-reimbursable grants.

Here is some general information about using revenue recognition plans with PeopleSoft Contracts:

- Every contract must have at least one revenue recognition plan.
- All revenue recognition plans must be associated with a revenue recognition method.
- Contract lines must be linked to a revenue recognition plan.
- Rate-based contract lines that have corresponding project resource rows are assigned or linked to As Incurred revenue recognition plans.

Blue Bird Awards

A *blue bird* award is granted without an initiating proposal. If you generate an award without a previously developed proposal, you must enter all of the information related to the award in the Contract Header pages in PeopleSoft Contracts.

After you complete the required fields on the pages in PeopleSoft Contracts, click Save or Add to My Contracts to save the contract. The system writes the information back to the PeopleSoft Grants system. To establish an award profile for the contract in PeopleSoft Grants, click Create Award Profile on the Additional Information page.

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, “Setting Up Revenue Plans”

PeopleSoft Enterprise Contracts 9.0 PeopleBook, “Managing Revenue Recognition”

PeopleSoft Enterprise Contracts 9.0 PeopleBook, “Creating Contracts”

PeopleSoft Enterprise Contracts 9.0 PeopleBook, “Processing Revenue Recognition”

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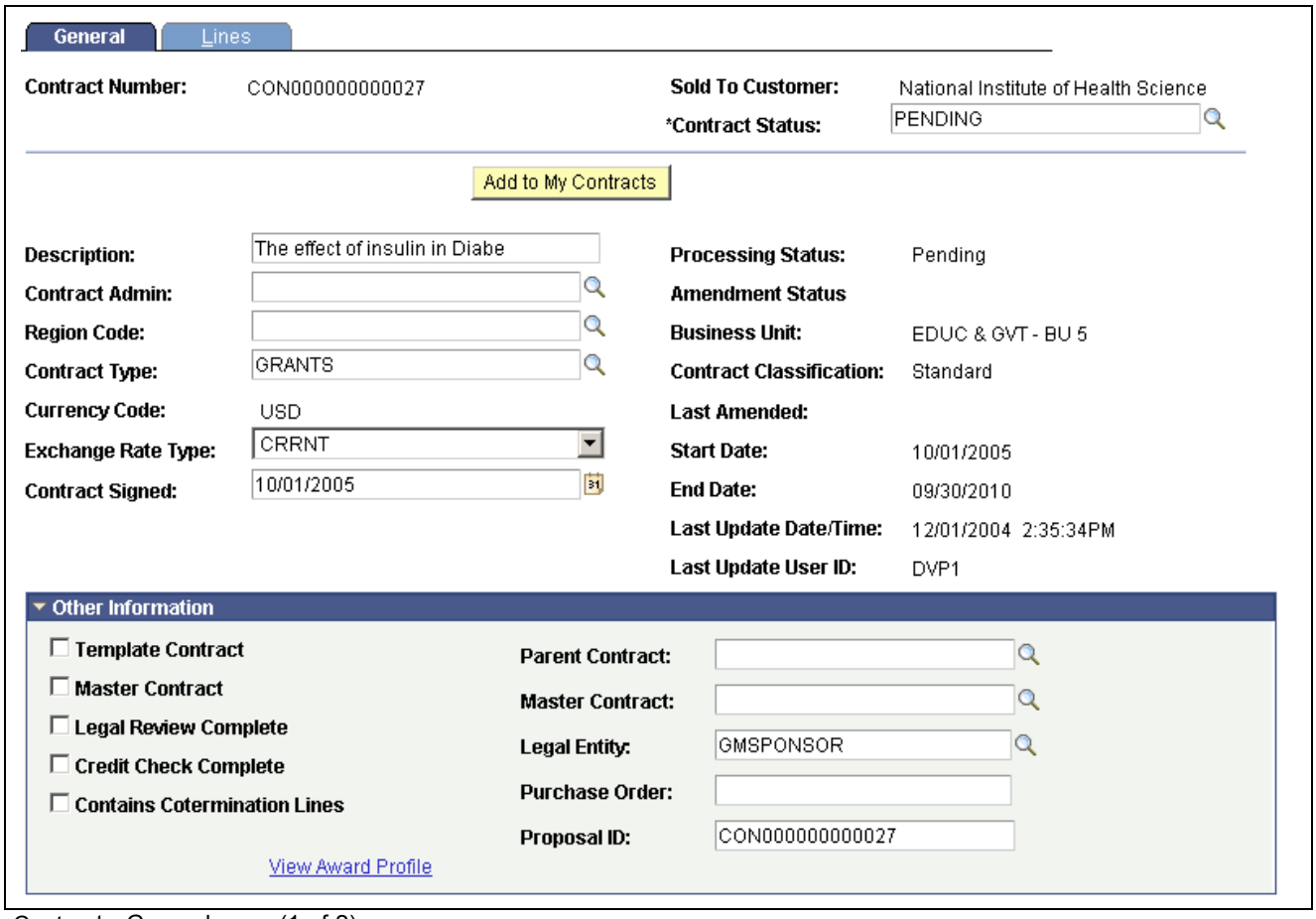
Pages Used to Establish Award Contracts

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 *Active.*
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 *Ready.*
Revenue Plan	CA_ACCTPLAN	Customer Contracts, Create and Amend, General Information, Lines Click the Detail tab, and then click the link under the Revenue Plan column heading.	Change the revenue recognition status to *Ready.*

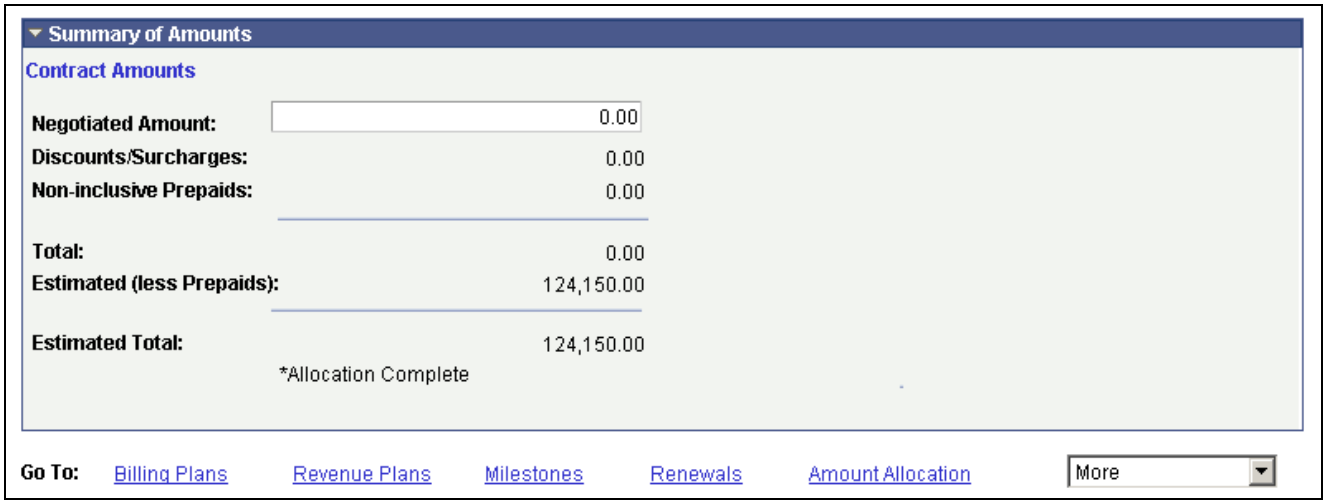
Changing the Contract Status to Active

Access the Contract - General page.

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Contract - General page (1 of 2)



Contract - General page (2 of 2)

Note. Instructions on using the Contract - General page appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

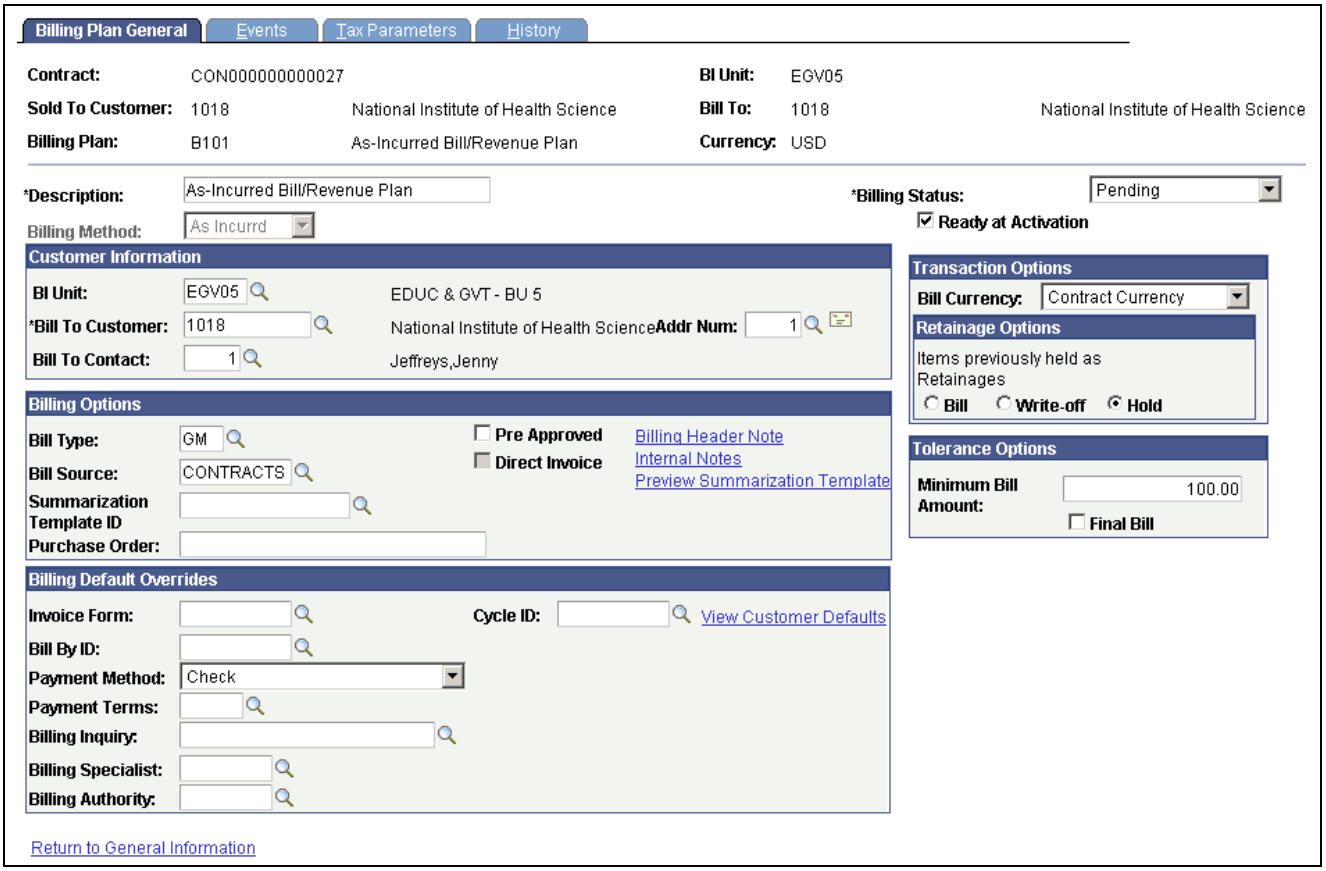
See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Creating Contracts"

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Changing the Billing Plan Status to Ready

Access the Billing Plan General page.



Billing Plan General page

Note. Instructions on using the Billing Plan General page appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

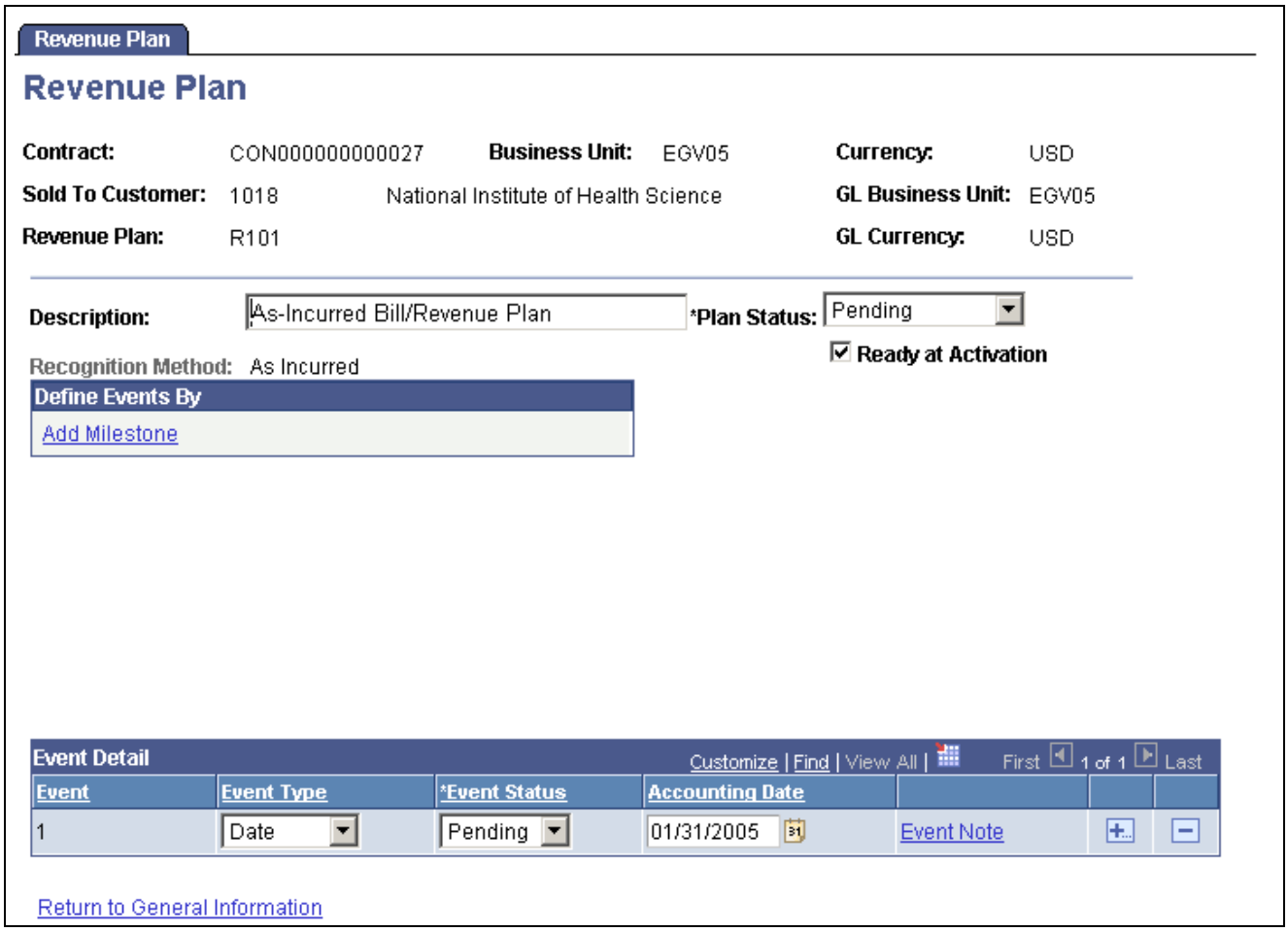
See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Setting Up Billing Plans"

Changing the Revenue Recognition Status to Ready

Access the Revenue Plan page.

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Revenue Plan page

Note. Instructions on using the Revenue Plan page appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Contracts 9.0 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.

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- Establish project locations.
- Establish project phases.
- Establish project approvals.

Note. This section of the *PeopleSoft Enterprise Grants 9.0 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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects"

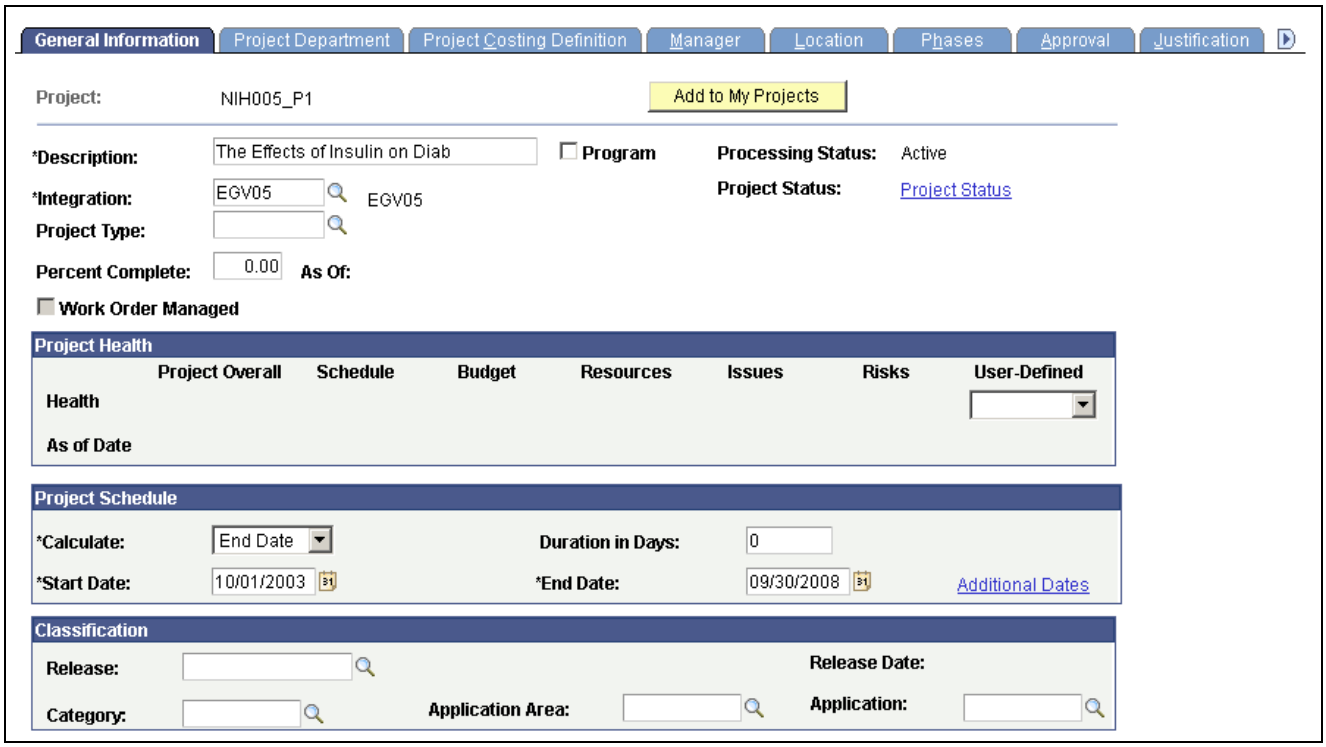
Pages Used to Establish Project Profiles

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 Department Contact	GM_PROJ_DEPT_CNTC	Click the Contact Details button on the Project - Project Department page	View the primary department contact details.
Project - Project Costing Definition	PROJECT_GEN_01	Grants, Awards, Project, Project Costing Definition	Define a project.
Project - Manager	PROJECT_MGR	Grants, Awards, Project, Manager	View project manager data.
Project - Location	PROJECT_LOCATION	Grants, Awards, Project, Location	Assign the project's physical location.
Project - Phases	PROJECT_SCHED	Grants, Awards, Project, Phases	Track the time that is spent on different stages of a project. Use for exception reporting to 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.

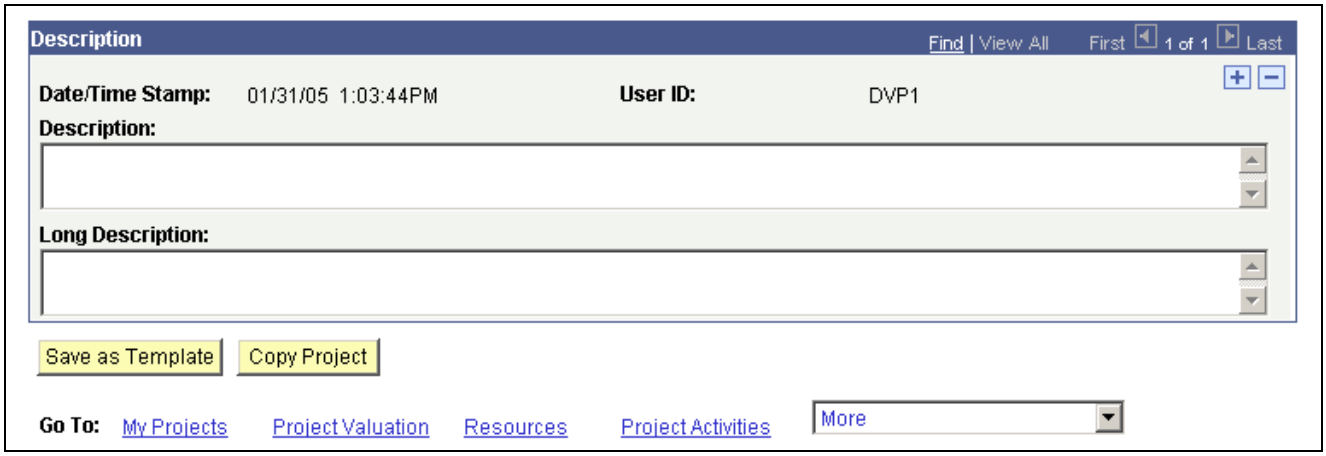
Setting Up Projects

Access the Project - General Information page.

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Project - General Information page (1 of 2)



Project - General Information page (2 of 2)

Note. Instructions on using the Project - General Information page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

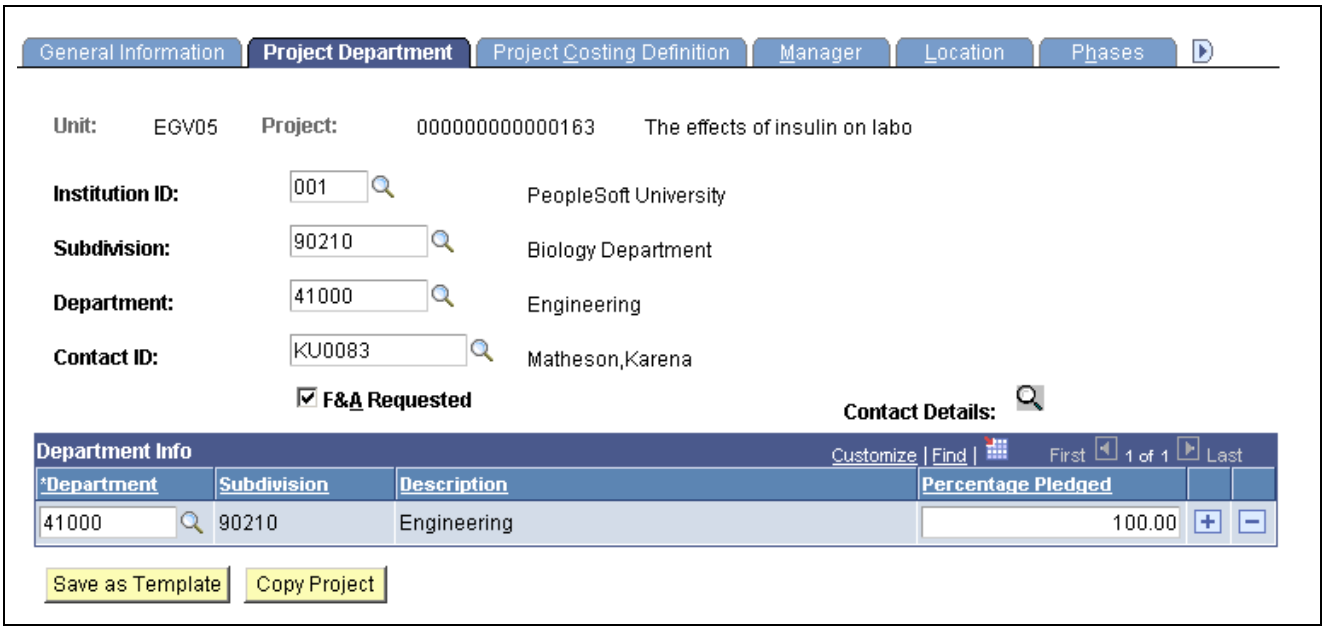
See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects"

Establishing Project Departments

Access the Project - Project Department page.

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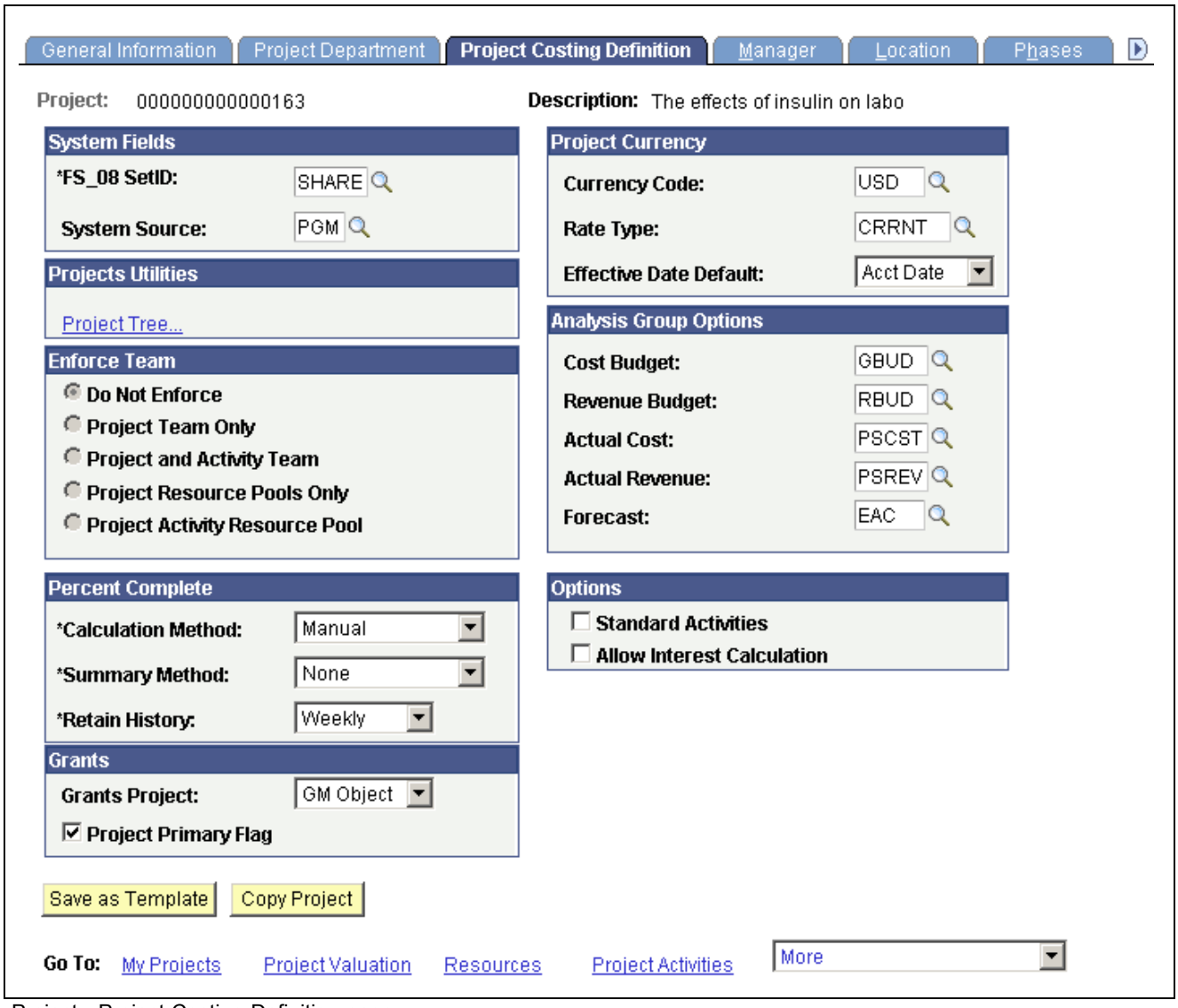
Project - Project Department page

Select the institution ID, subdivision, department, and contact ID for the project's primary department. Deselect the F&A Requested check box to exclude the project from F&A calculation. Use the Department Info group box at the bottom of the page to maintain F&A offset information such as the department, subdivision, and percentage pledged of the project F&A costs that should be distributed to each department. The F&A process uses the departments in this group box to retrieve offset ChartField information from the F&A Offset page.

Establishing Project Definitions

Access the Project - Project Costing Definition page.

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Project - Project Costing Definition page

Note. Instructions on using the Project - Project Costing Definition page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

Grants

Grants Project Select *GM Object* if the project is a PeopleSoft Grants project. Select *PC Object* if the project originated in PeopleSoft Project Costing. You need to differentiate between PeopleSoft Project Costing related projects and PeopleSoft Grants related projects for processing to occur correctly.

Project Primary Flag Select if the project is primary. PeopleSoft Grants requires primary projects.

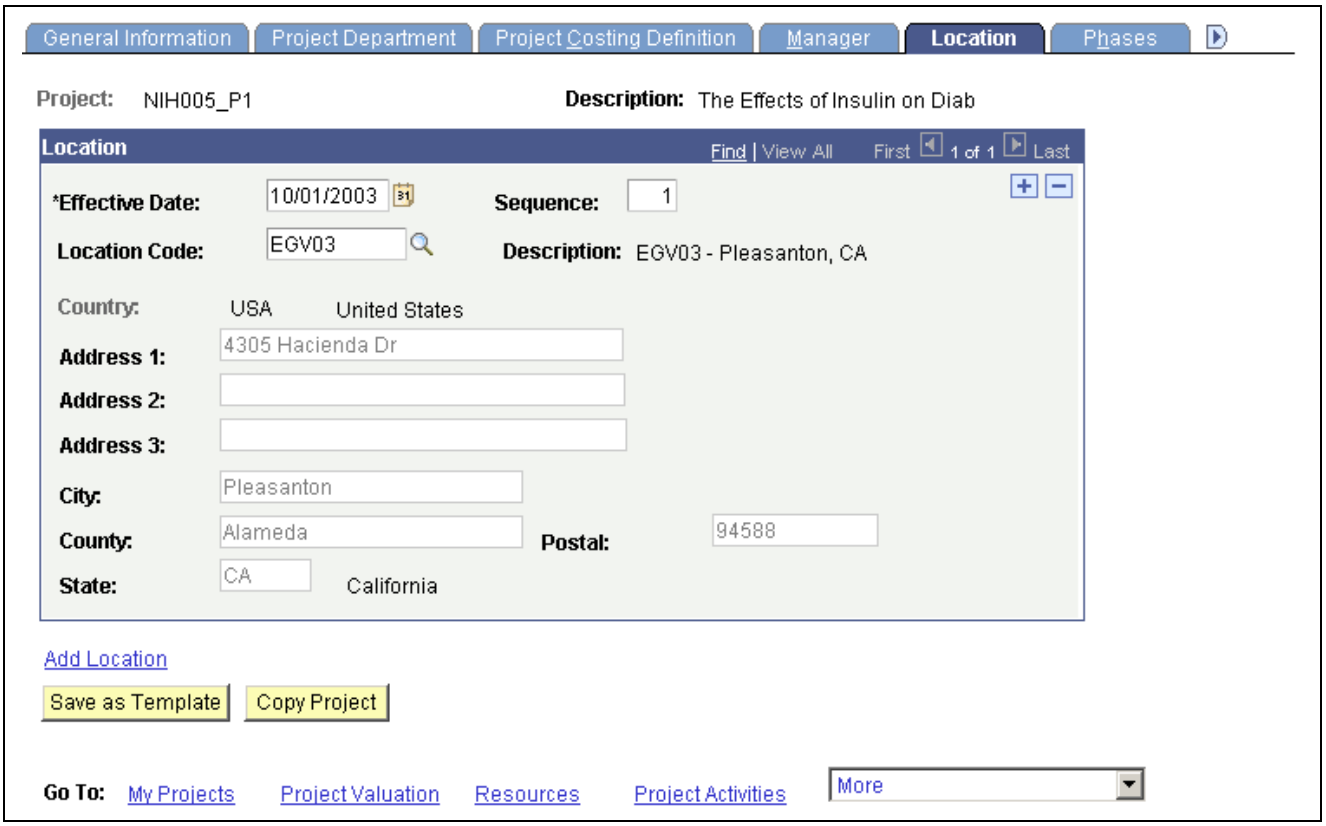
See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects"

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Establishing Project Locations

Access the Project - Location page.



Project - Location page

Note. Instructions on using the Project - Location page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

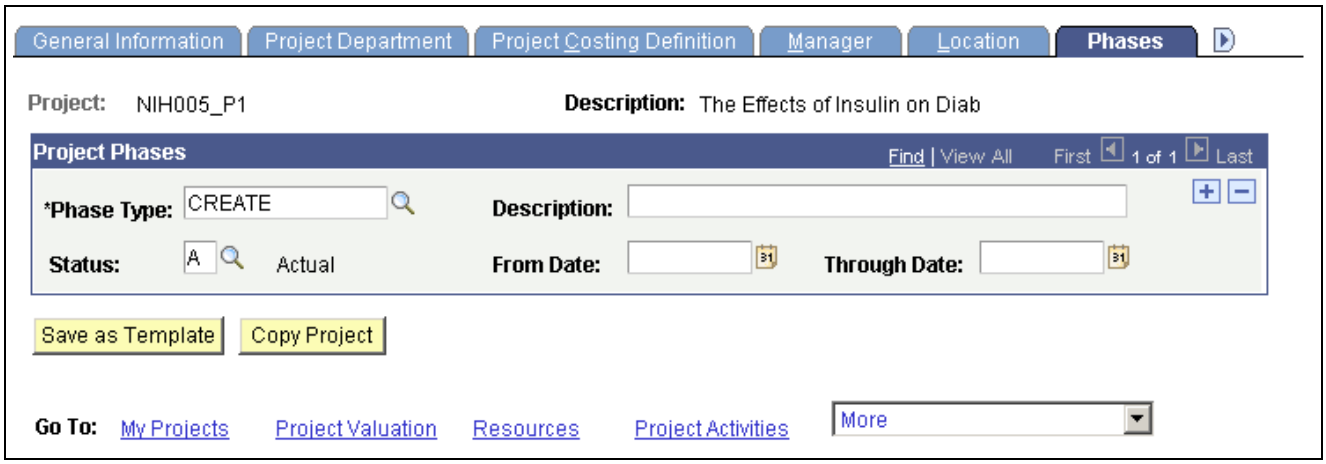
See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects," Creating and Defining Projects

Establishing Project Phases

Access the Project - Phases page.

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Project - Phases page

Note. Instructions on using the Project - Phases page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

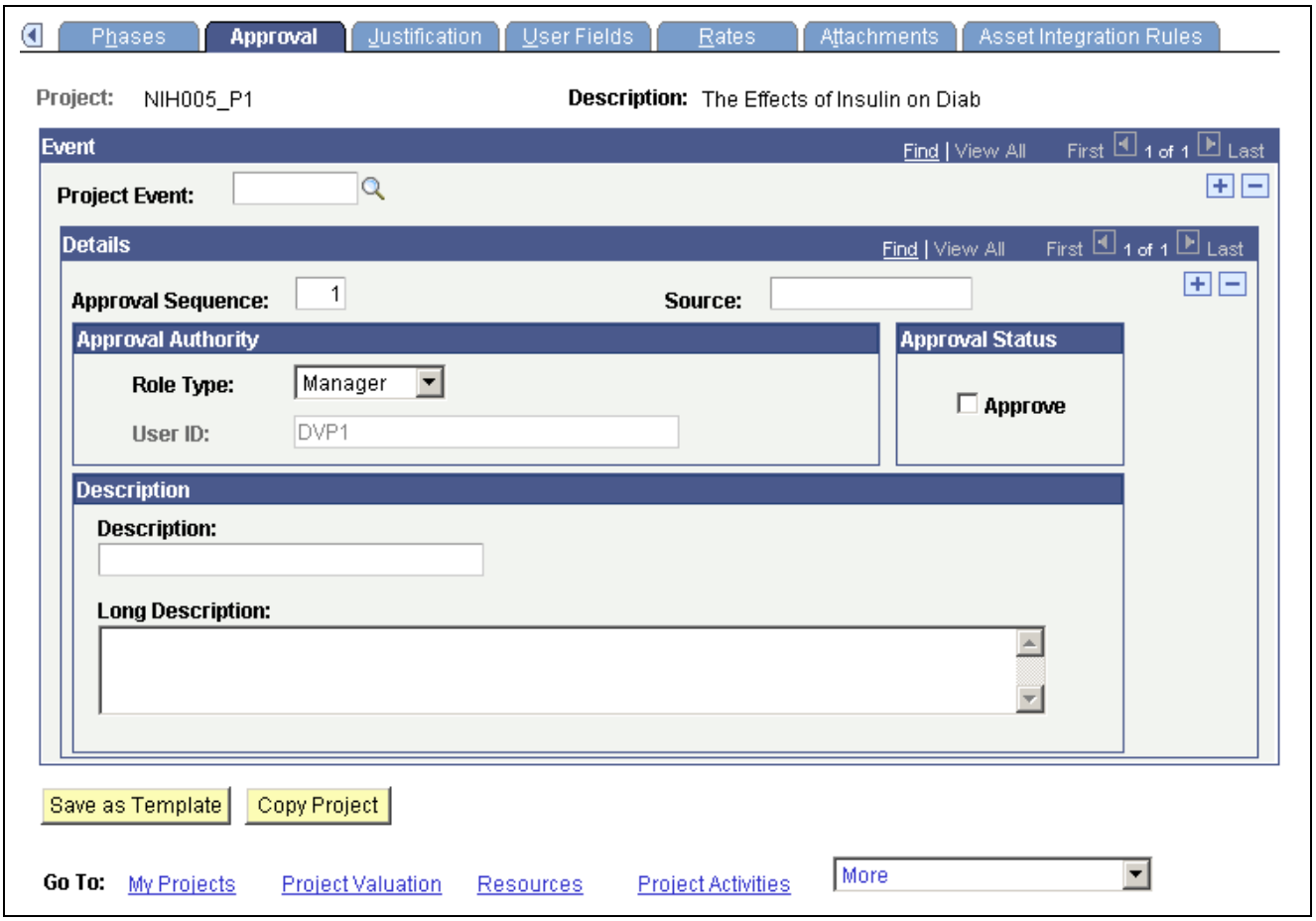
PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects," Creating and Defining Projects

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data," Setting Up Project-Related Information

Establishing Project Approvals

Access the Project - Approval page.

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Project - Approval page

Note. Instructions on using the Project - Approval page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 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.

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- Track activity rates.

Understanding Project Activities

All transactions link to an activity, so each project must be associated with an activity. In PeopleSoft Grants, an activity is assigned to the same award as the project.

You can assign many activities to a single award. When you create an activity, the award information appears by default from the project information.

Note. This section of the *PeopleSoft Enterprise Grants 9.0 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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 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.

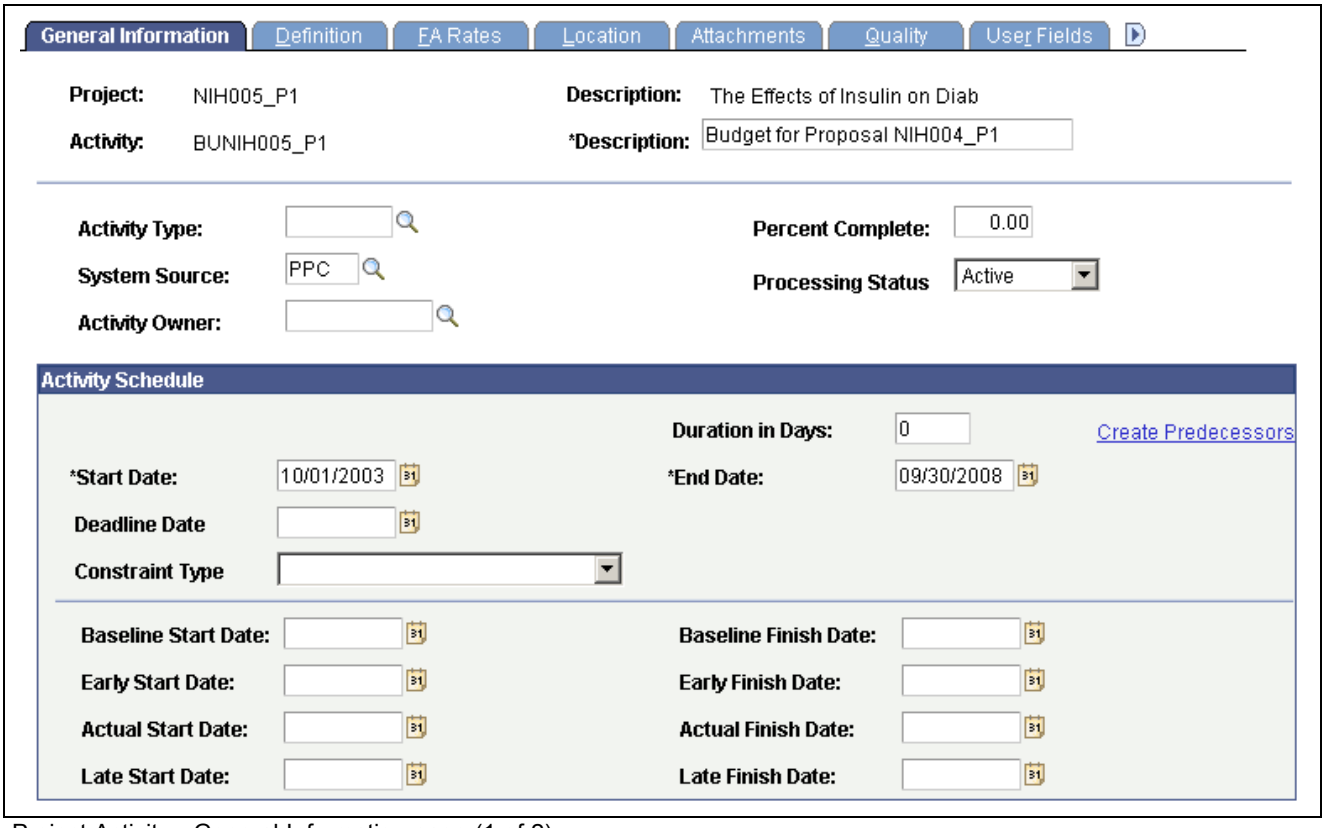
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Pages Used to Establish Project Activities

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.

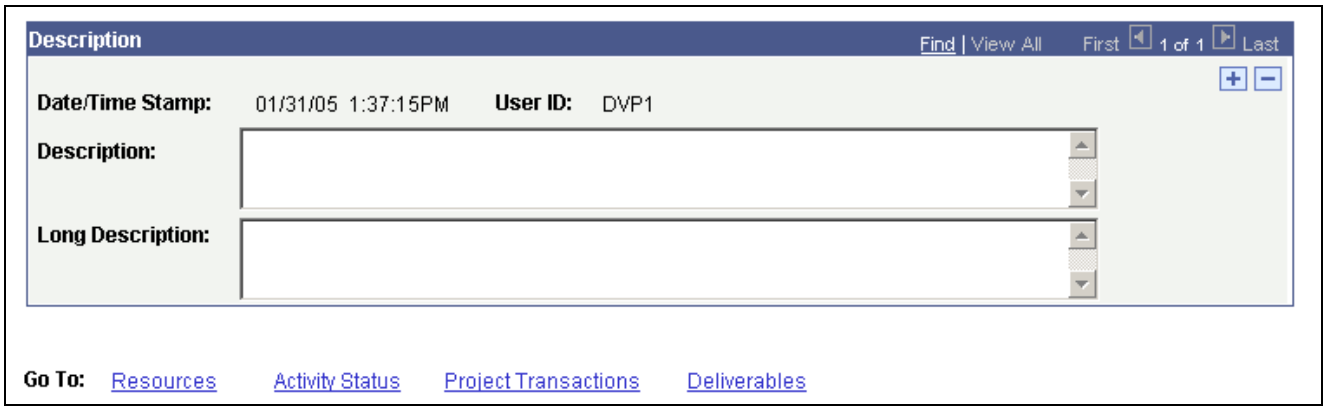
Setting Up Project Activities

Access the Project Activity - General Information page.



Project Activity - General Information page (1 of 2)

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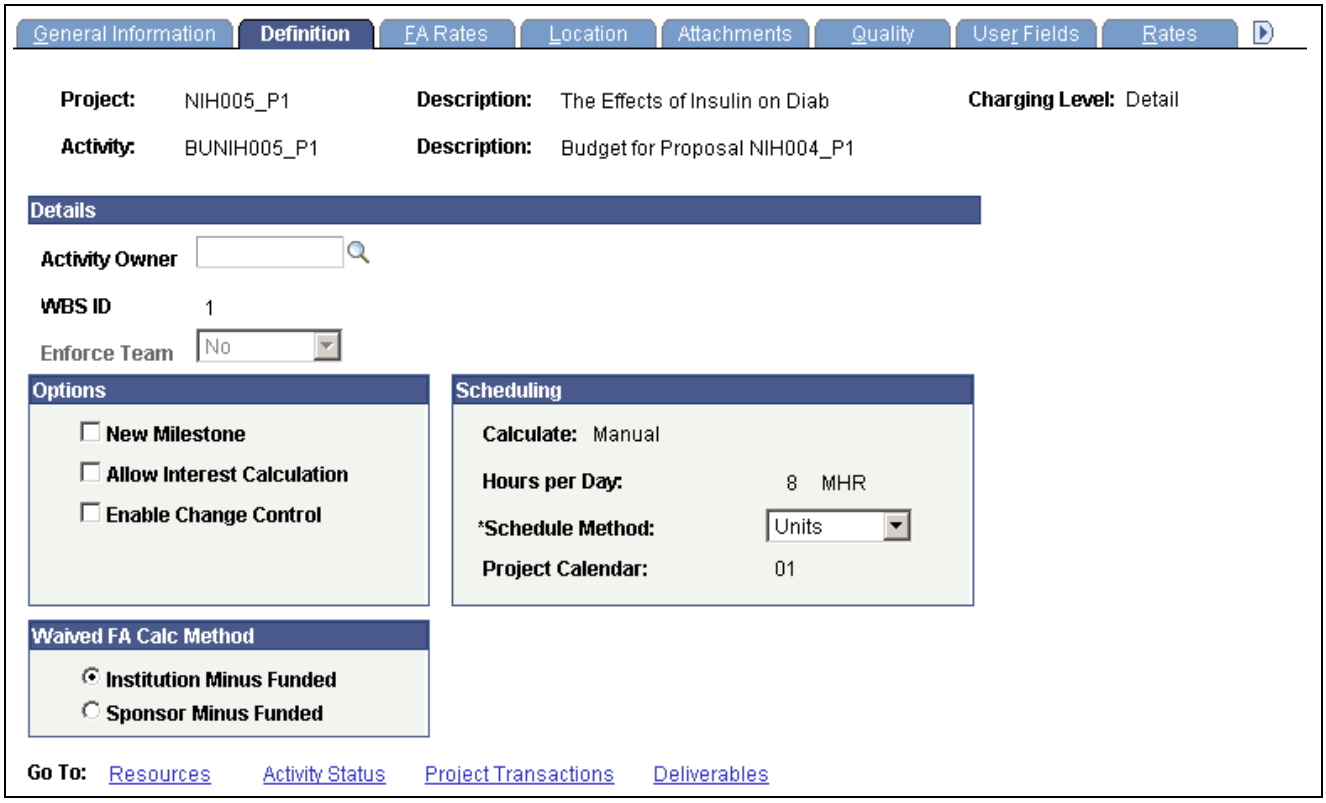


Project Activity - General Information page (2 of 2)

Note. Instructions on using the Project Activity - General Information page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

Defining Project Activities

Access the Project Activity - Definition page.



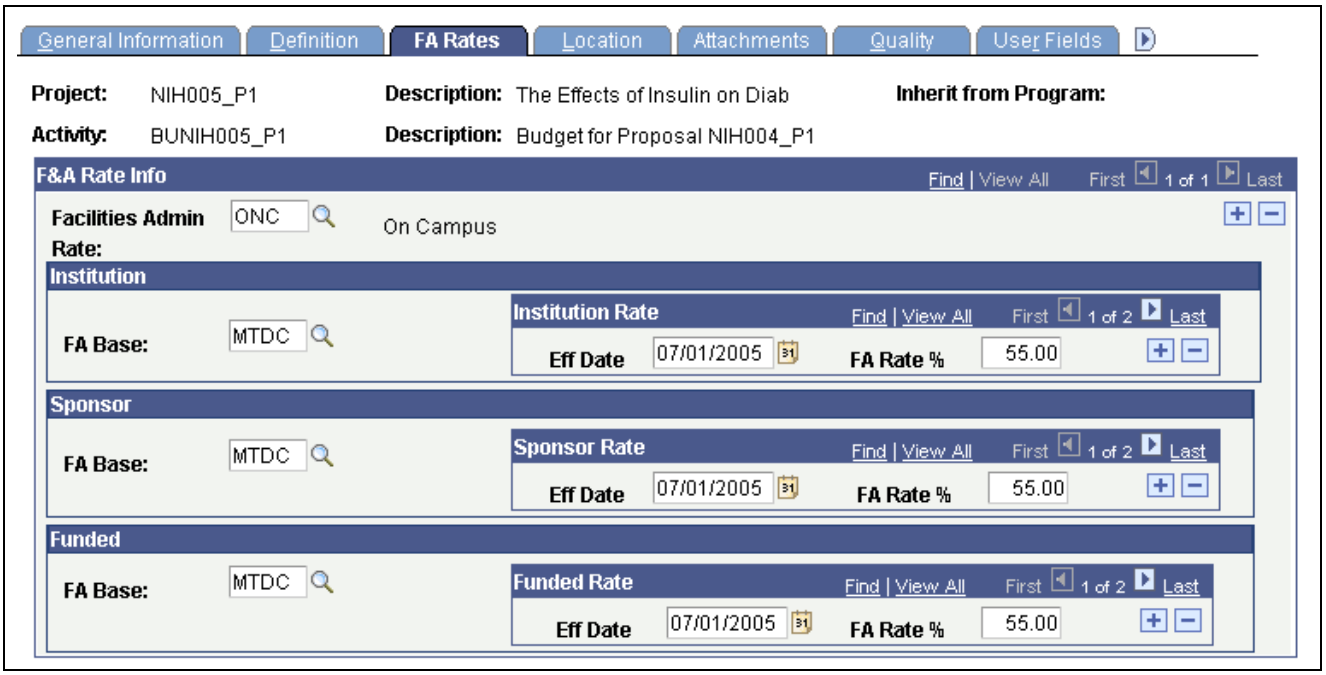
Project Activity - Definition page

Note. Instructions on using the Project Activity - Definition page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

Specifying F&A Rates for a Project

Access the Project Activity - FA Rates page.

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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.

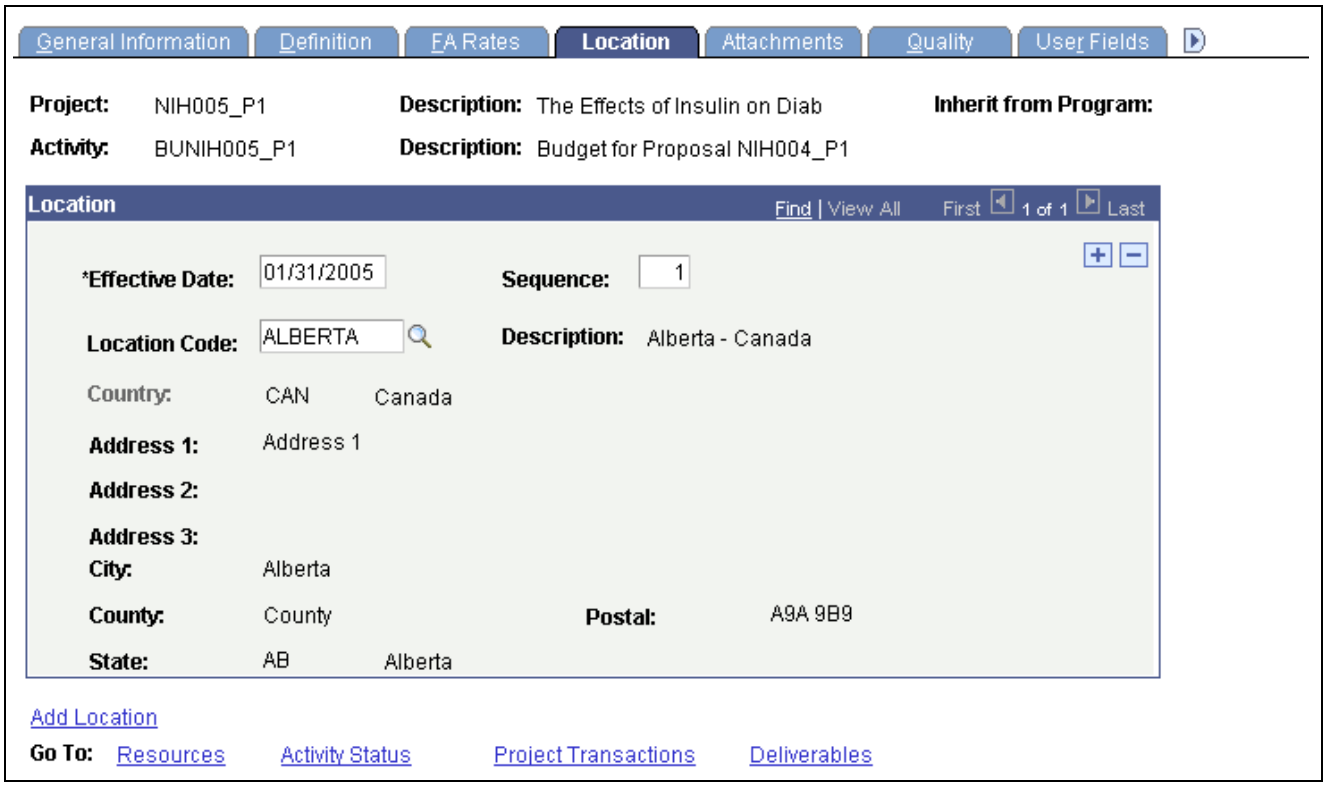
   The bases must have the same names as the tree nodes for which the calculation will be run.
4. Click Save.

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.

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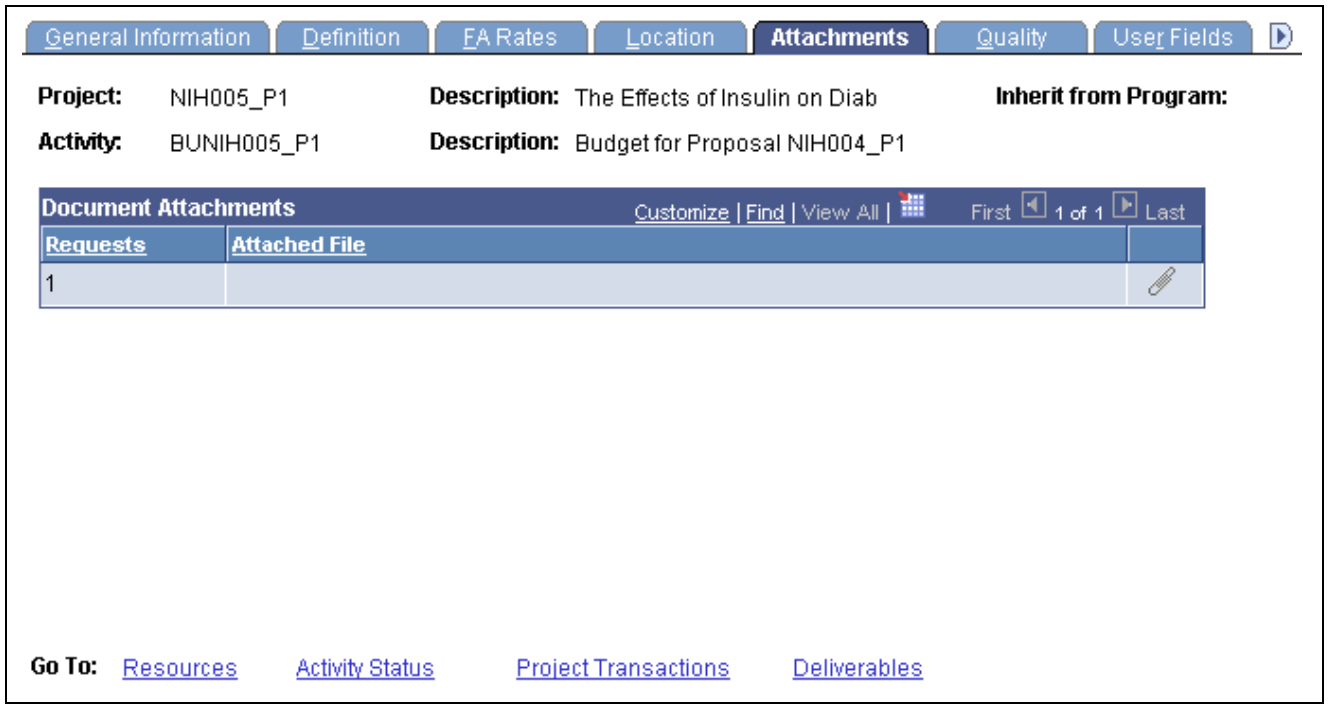
Project Activity - Location page

Note. Instructions on using the Project Activity - Location page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

Add Attachments to the Project Activity

Access the Project Activity - Attachments page.

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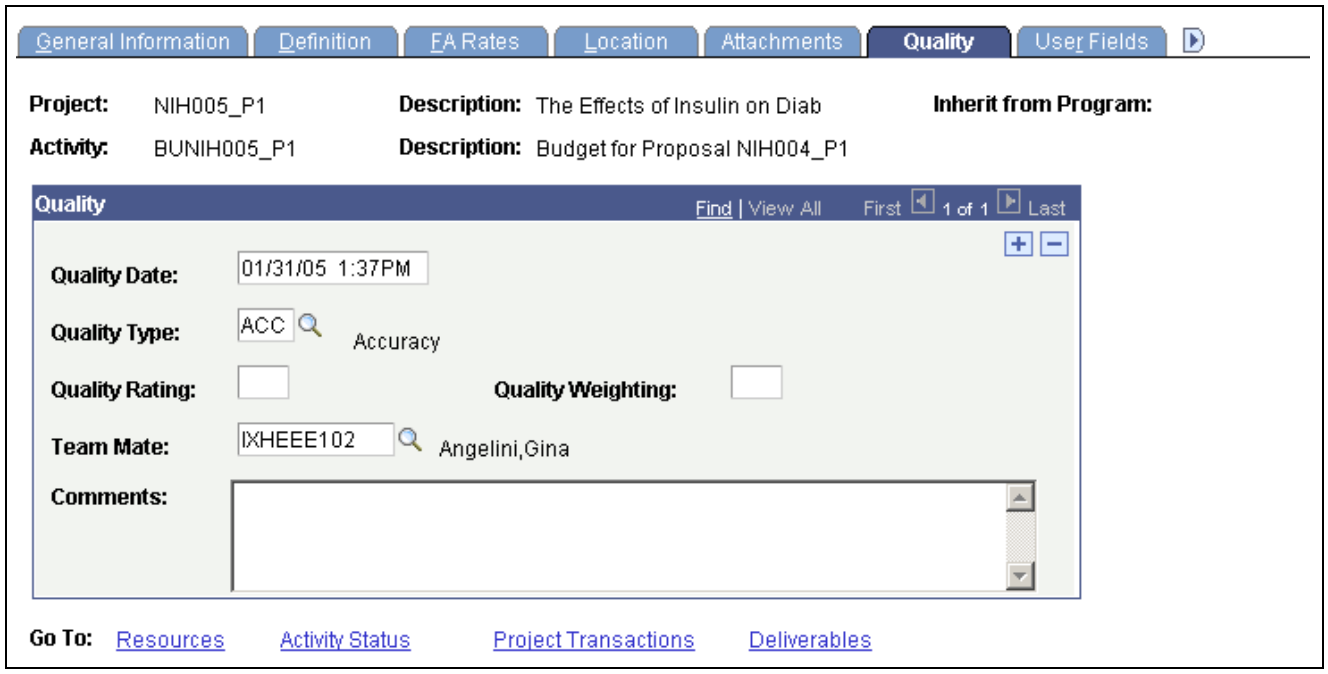


Project Activity - Attachments page

Note. Instructions on using the Project Activity - Attachments page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

Tracking Activity Quality

Access the Project Activity - Quality page.



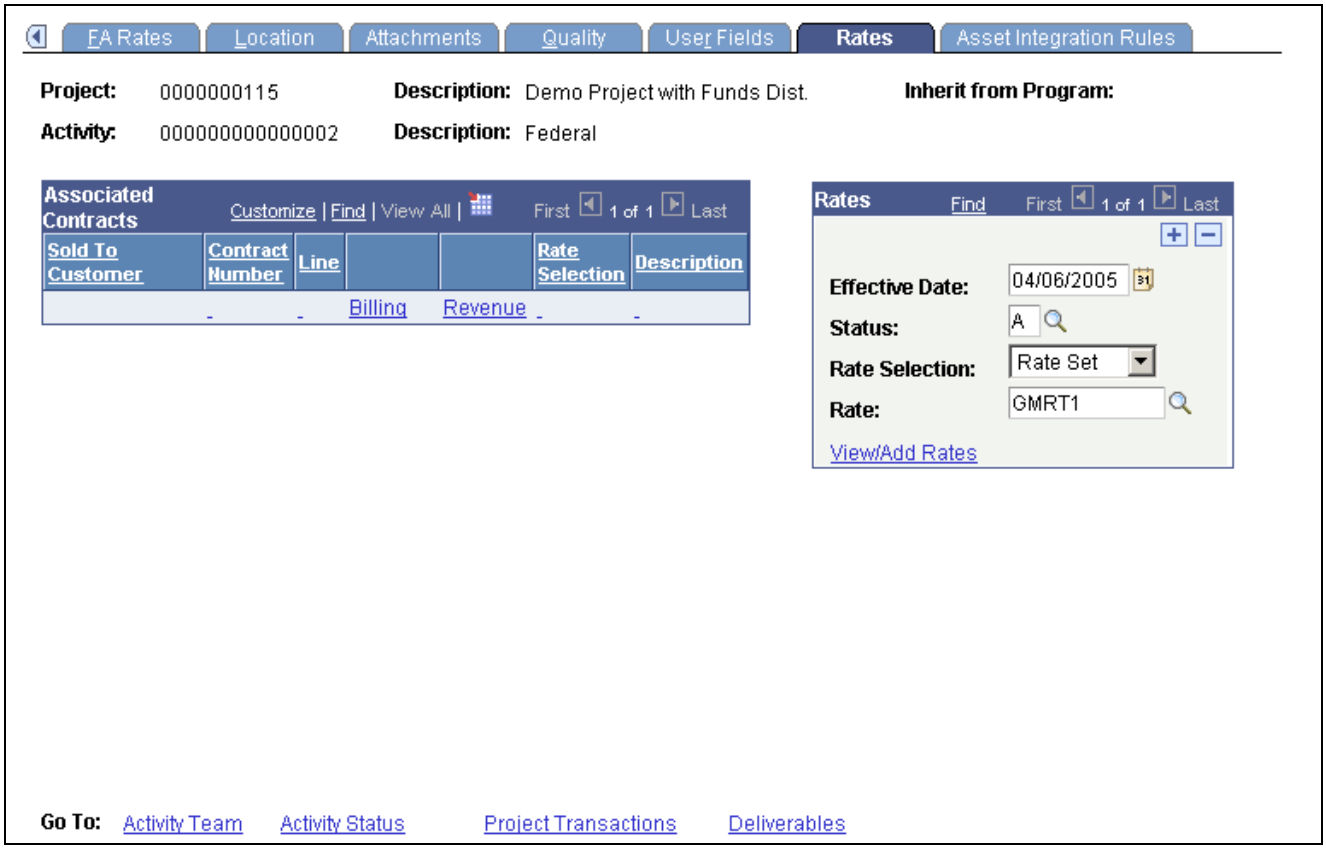
Project Activity - Quality page

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Note. Instructions on using the Project Activity - Quality page appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

Tracking Activity Rates

Access the Project Activity - Rates page.



Project Activity - Rates page

Note. Instructions on using the Project Activity - Rates page appear in the *PeopleSoft Enterprise Project Costing 9.0 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:

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- 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 PeopleSoft Commitment Control.

  PeopleSoft Grants uses these lines to generate controlled budget journals and project budget lines.

Here is some general information about using ChartField lines on the Budget Entry - Budget Detail page:

- The system populates lines in the ChartField grid during the award generation process.
- You can specify budget details for each budget item in a project.
- You can post budget information by budget period.
- You can insert resource lines into the grid at any time and post lines individually.
- You can delete lines only if you have not generated a journal for the budget line.
- The data that you enter in the grid is the basis for generating budget journals for controlled budgets and for budget data that is stored in PeopleSoft Grants.

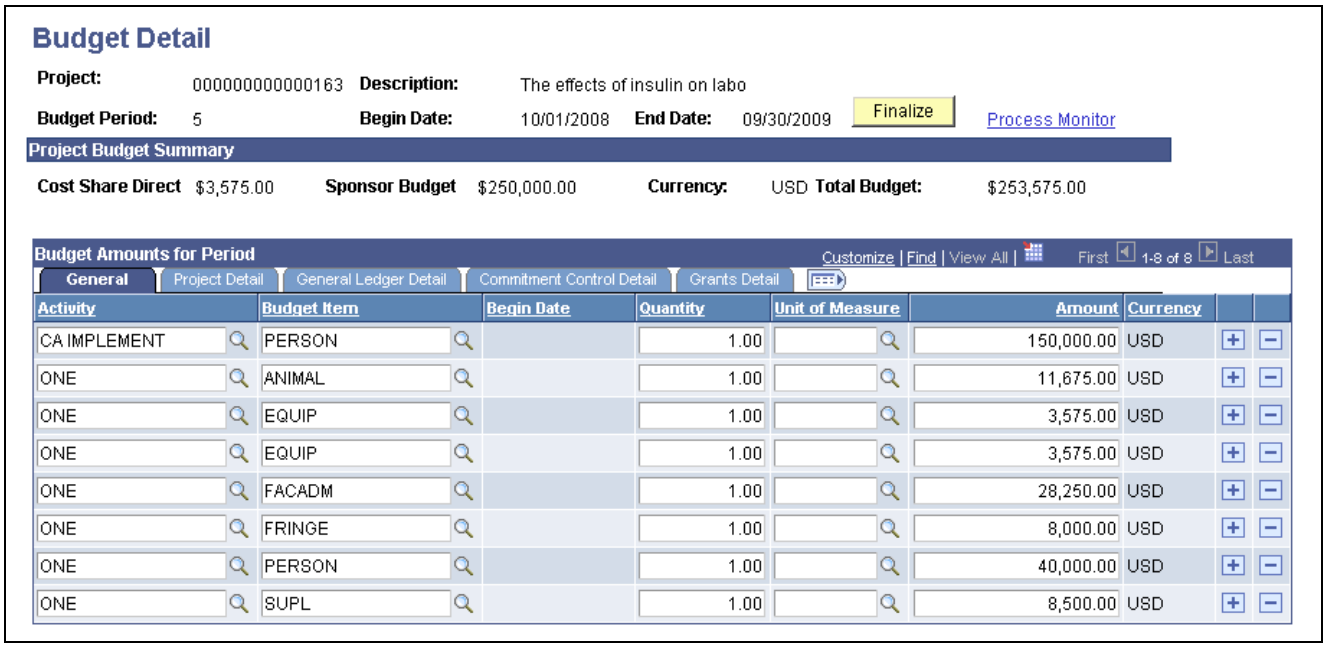
Pages Used to Establish Project Budgets

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 PeopleSoft Project Costing. See *PeopleSoft Enterprise Project Costing 9.0 PeopleBook* , "Integrating with Commitment Control," Setting Up PeopleSoft Project Costing for PeopleSoft Commitment Control.

Defining Budget Plans

Access the Budget Detail page.

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Budget Detail page

Note. The award generation process creates budget plans. PeopleSoft Grants users should not create budget plans using the PeopleSoft Project Costing menu structure. For Blue Birds awards, the system creates budget plans programmatically when users create budget periods on the Funding page in the Award Profile component.

Finalize

Click *Finalize* after making changes to an active budget period. The system finalizes the plan by picking up the rows only for a budget period and not the entire plan, as in PeopleSoft Project Costing. Clicking the Finalize button does this:

- If PeopleSoft Commitment Control is enabled, and the general ledger groups are set up for the Commitment Control process, the system sends the transactions to PeopleSoft Commitment Control by the Projects to Commitment Control Application Engine process (PC_WRAPPER).
- The 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 PeopleSoft 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.

See Chapter 13, "Understanding Integrating PeopleSoft Grants with Other Applications," page 383.

See *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook*, "Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications".

Project Budget Summary

Total Budget

Displays a rolled-up value based on the node that is selected.

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General Tab

The system populates the General tab with budget details from the proposal, including amounts for the budget activities belonging to the project.

Project Detail Tab

Specify the values for the project-related fields for the PeopleSoft Grants budget rows that are displayed.

General Ledger Detail Tab

Specify the PeopleSoft General Ledger ChartField values for the PeopleSoft Grants budget rows that are displayed . When the system creates budget journals, it books the budget row amounts to the specified ChartFields

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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Commitment Control 9.0 PeopleBook, “Managing Budget Exceptions”

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , “Integrating with Commitment Control,” Sending Commitment Control Transactions to PeopleSoft Project Costing

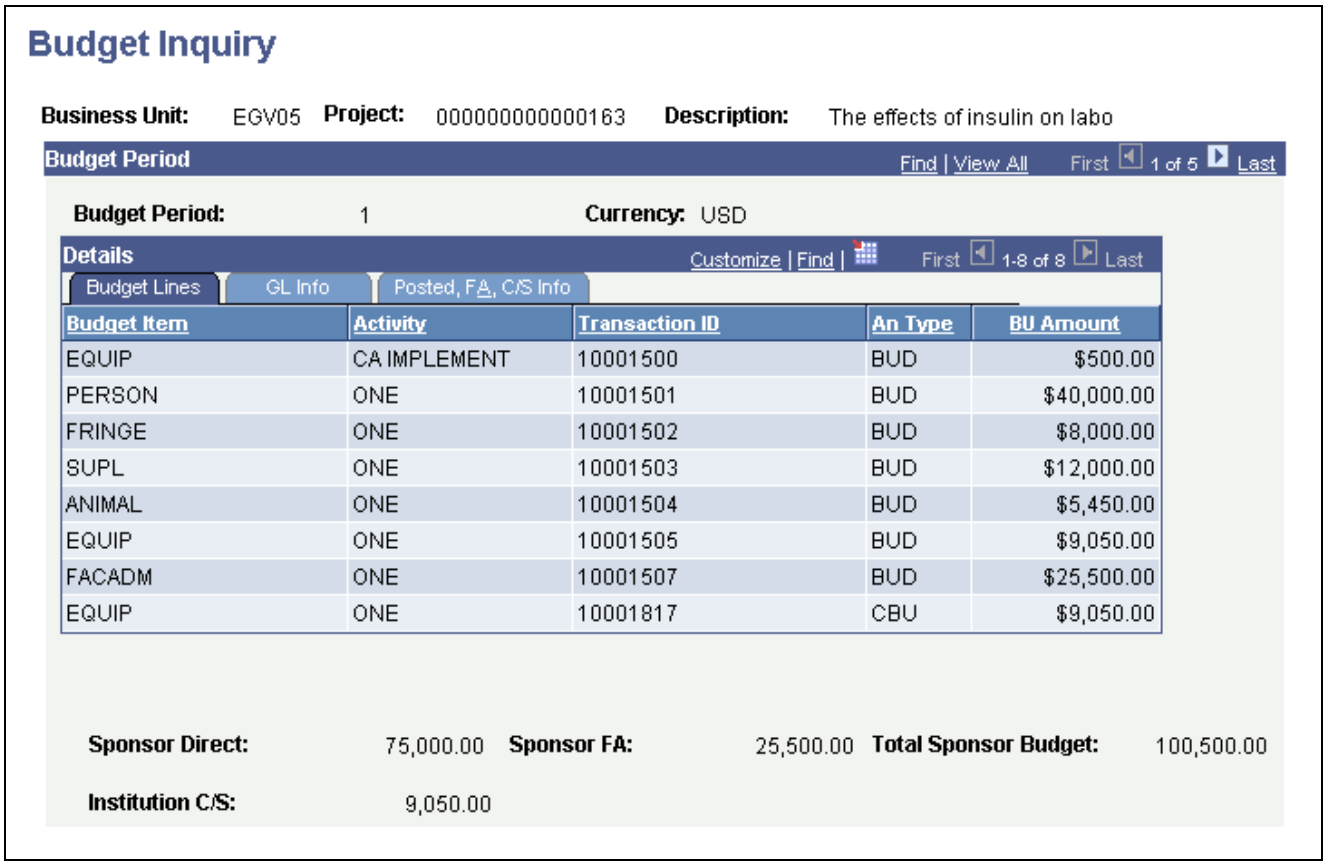
PeopleSoft Enterprise Project Costing 9.0 PeopleBook , “Budgeting Project Costs and Revenue”

Chapter 5, “Structuring PeopleSoft Grants,” Commitment Control Setup Steps for PeopleSoft Grants, page 56

Verifying Budget Journal Information

Access the Budget Inquiry page.

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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 PeopleSoft Grants uses F&A rates at the post-award activity level.

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F&A Cost Calculations

PeopleSoft Grants is delivered with a process that automatically calculates and stores F&A costs on all sponsor-funded amounts. You can also calculate waived and cost shared F&A amounts.

The system processes PeopleSoft Grants lines based upon three criteria:

- Grants check box.

  When you establish a project, select the GM Object in the Grants Project field on the Project Definition page to indicate that the project is related to PeopleSoft Grants rather than to PeopleSoft Project Costing. The F&A process computes only PeopleSoft Grants-related lines.

- F&A status (FA_STATUS).

  When the system processes PeopleSoft Grants lines, it updates the FA_STATUS to prevent lines from being reprocessed. The process selects only those lines with an F&A status of *N* or with a blank status line. If you enter a line directly into the PeopleSoft Grants system, its default F&A status is *N;* however, the feeder systems don't assign a value to FA_STATUS, so all lines that come from feeder systems have a blank value.

- FNA 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

PeopleSoft Grants enables you to select the analysis type with which a line is stamped when it comes into PeopleSoft Grants from a feeder system.

Here's some general information about using analysis types and cost sharing in PeopleSoft Grants:

- Define analysis types on the Analysis Types page (Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types).
- To facilitate cost-sharing analysis and reporting, 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.
- PeopleSoft Grants has hard-coded the FNA analysis group in the F&A process, so you should use this analysis group to group all F&A analysis types.

F&A Processing

Here is some general information about how the system processes F&A transactions:

- The F&A process calculates F&A amounts at the transaction line level based on actual expense transaction amounts, F&A bases, and F&A rates.
- You establish default bases and rates in the Maintain Institution (Grants, Institutions, Facilities Admin Rates) and Maintain Sponsor (Grants, Sponsors, Facilities Admin Rates) components.

  The system, however, ultimately uses the information on the Project Activity F&A Rates page (Grants, Awards, Project Activity, FA Rates) for the actual computation.

- The system uses the accounting date on the original transaction line to find the appropriate effective date and rate for the F&A calculation.

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- When the system processes a transaction for F&A, it updates the FA_STATUS to *D* to prevent it from re-extracting the same lines.
- The process calculates F&A amounts for all sponsor-funded actual costs (this amount is stored in PeopleSoft Grants and PeopleSoft General Ledger).
- For additional reporting and analysis, you can calculate F&A costs on waived and cost-shared dollars (these amounts are stored only in PeopleSoft 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 PeopleSoft Grants and PeopleSoft General Ledger.

  If you select the Edit Combinations check box on the Projects Options page (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Projects Options), the F&A process validates combination edits. The combination edit process is optional.
- Based on the selections that you make within the Installed Products page (Set Up Financials/Supply Chain, Install, Installation Options, Products), the F&A process can be subject to Commitment Control.

  If you elect to use PeopleSoft Commitment Control, the F&A expense lines are always budget-checked. In addition, you may also budget-check the revenue offset lines.

Waived and Cost-Shared F&A Lines

Here is some general information about how the system processes waived and cost-shared F&A lines:

- In addition to computing sponsor-funded F&A, you can calculate waived and cost-shared F&A lines.

  Define these options at the business unit level.

```
(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 PeopleSoft Grants tables.

  This computation captures the difference between the amount of F&A that could have optimally been recovered and the amount that was actually awarded by the sponsor.

```
(Cost Shared Amount x Institution Rate) or (Cost Shared Amount x
```

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```
Sponsor Rate) = Cost Shared F&A (Analysis Type CFA)
```

- The cost-shared F&A calculation is based upon whether you select the institution or sponsor option on the Project Activity - Definition page.

  The CFA (cost share facilities and administration) line has no offset and is stored only in the PeopleSoft Grants tables. This computation allows for the full costing of grants expenditures.

- PeopleSoft Grants stamps all F&A lines with the resource ID from the original transaction.

  This provides a link between direct and F&A costs. The Resource ID From field contains this resource ID

- The system stores all lines created by the F&A process in an audit table that you can use for reconciliation and audit purposes.

- The system stores all lines that fail the F&A process in an error table that you can use to make corrections.

  You can view the error log online through the FA Error Interactive Report page (Grants, Awards, FA Error Interactive Report).

How PeopleSoft Grants Uses F&A Rates at the Post-award Activity Level

The F&A Rates page stores the F&A bases and rates that the F&A process uses. Here's how the system uses F&A rates in post-award processing:

- When you receive an award based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.
- If you establish an award without performing the usual pre-award proposal procedures, the effective dates and rates appear by default based on the rate type that you enter manually.

  You must make any other modifications, such as no-cost extensions and continuations, manually.

Note. Never select the same base for two different rate types under the same activity. Likewise, if you establish a base tree with duplicate accounts, never define two bases that contain the same account under the same project activity.

See Also

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

Chapter 9, "Establishing Awards and Projects," Establishing Project Activities, page 299

PeopleSoft Enterprise Commitment Control 9.0 PeopleBook, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions

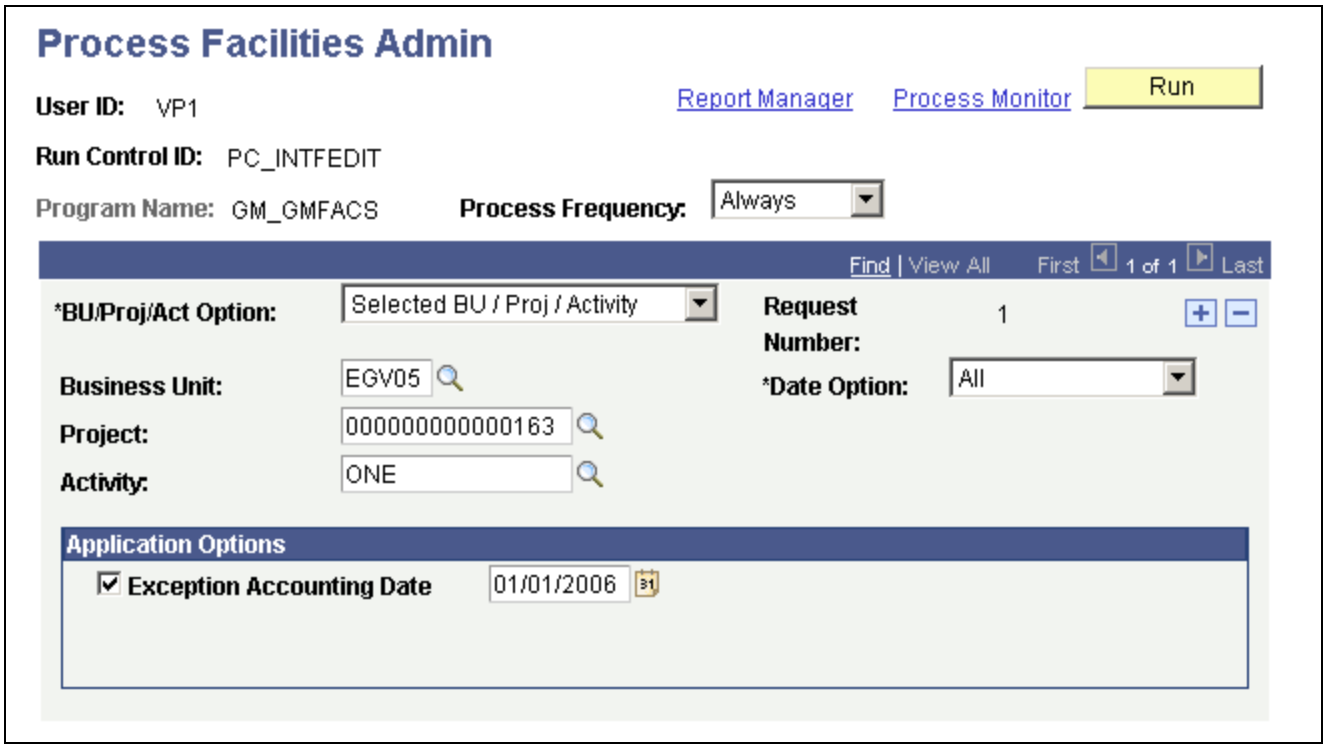
Pages Used to Process F&A Costs

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.

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Process Facilities Admin page

Here is how the system processes F&A information from this page:

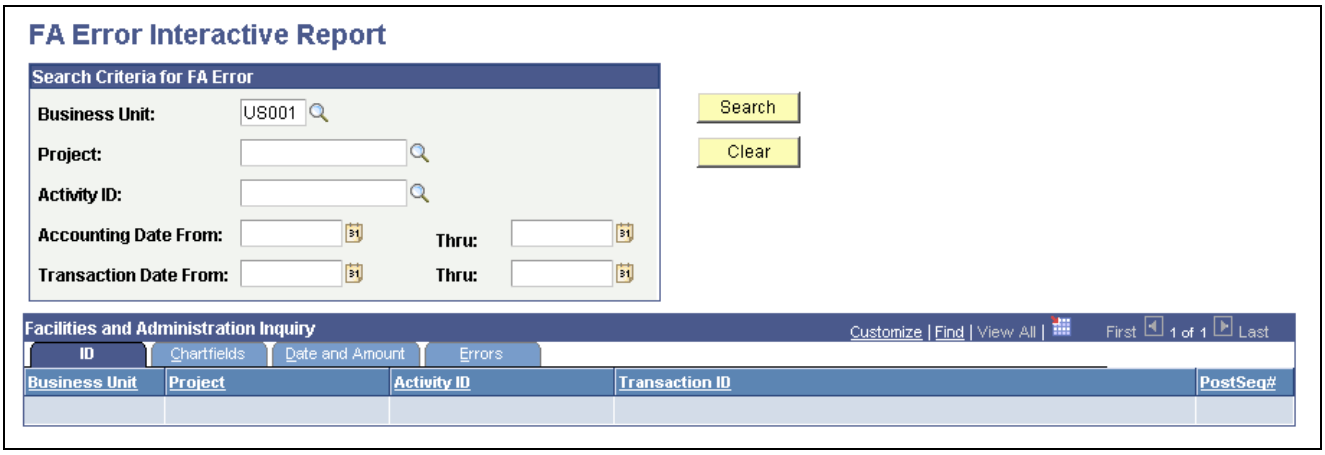
- This run control page triggers a PeopleSoft Process Scheduler request. You can process the F&A using the *All* value in the Date Option field.
- You can automate this request to run at certain times, such as on the 15th of every month; however, you must coordinate running this process with running other processes in your financials systems.
- No upper limit is made to F&A dollar amounts in PeopleSoft Grants; the budget checking process ascertains whether you have the funds, and that is the only validation.
- After you run the F&A process in PeopleSoft Grants, run the Journal Generator to send sponsor F&A, its offsets, and any due to and due from lines to PeopleSoft General Ledger.
- When the lines are in PeopleSoft General Ledger, you need to edit them and post them to a ledger.

Exception Accounting Date Select to specify an accounting date other than the current date for F&A processing. When you select this option, a field appears in which you can select a date. The system assigns the date 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.

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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 9.0 PeopleBook, "Managing Budget Exceptions"

Reviewing PeopleSoft Grants Information

After you implement PeopleSoft Grants and begin generating proposals, awards, and budgets, you can review the inventory of awards and proposals as well as view projected budget and revenue information and variances in budgeted and actual amounts.

This section discusses how to:

- Review award inventories.
- Review projected budget and revenue information for selected projects.
- Review project variances.
- Review proposal inventories.

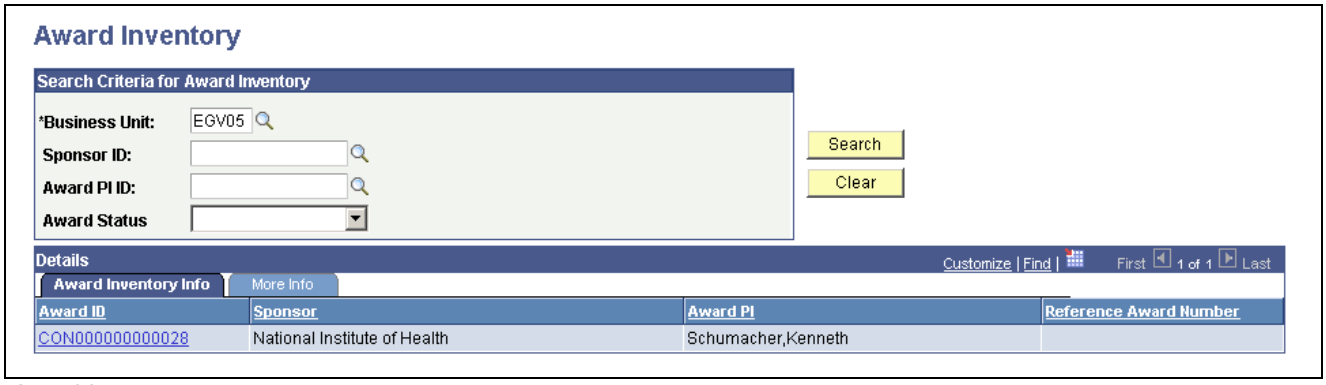
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Pages Used to Review PeopleSoft Grants Information

Page Name	Object Name	Navigation	Usage
Award Inventory	GM_AWD_RPTS	Grants, Interactive Reports, Award Inventory	Review inventory of PeopleSoft Grants awards.
Project Forecast Report	GM_PRJ_FCST_RPT	Grants, Interactive Reports, Project Forecast	Review projected budget and revenue information for selected projects.
Project Variance Report	GM_PRJ_VAR_RPT	Grants, Interactive Reports, Project Variance	Review variances in budgeted and actual amounts as well as balances for selected projects.
Proposal Inventory	GM_PROP_RPTS	Grants, Interactive Reports, Proposal Inventory	Review inventory of PeopleSoft Grants proposals.

Reviewing Award Inventories

Access the Award Inventory page.



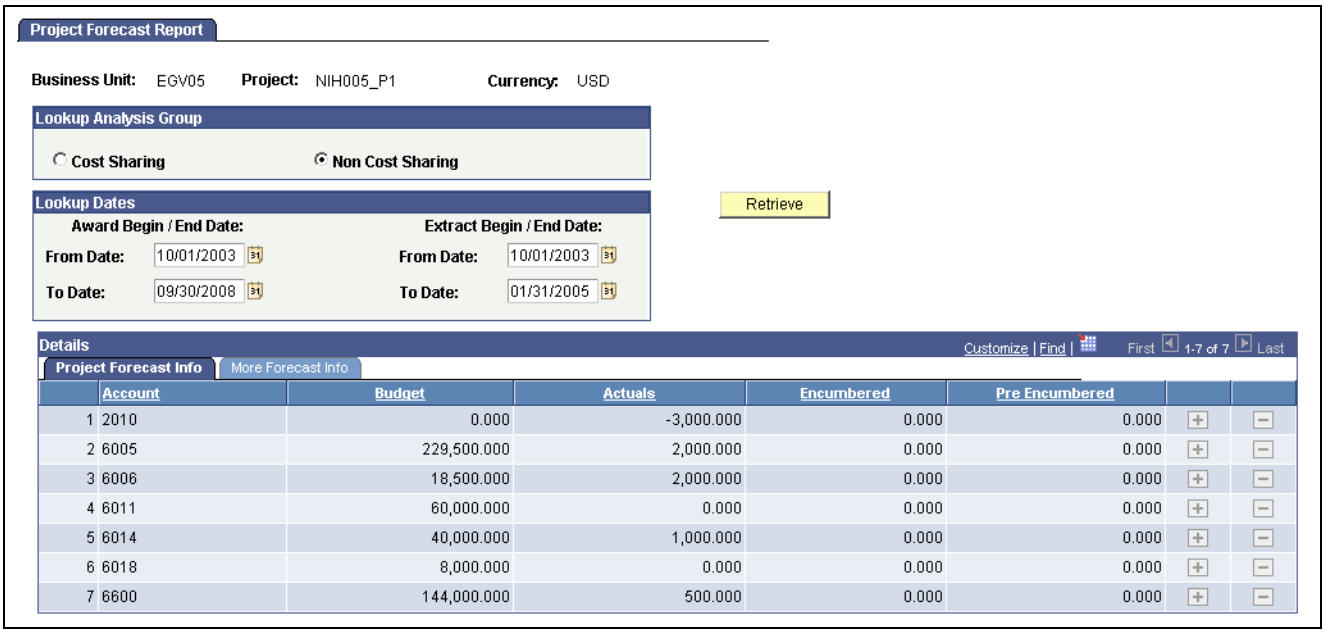
Award Inventory page

Use the fields in the Search Criteria for Award Inventory group box to select or enter the information for which you want to view an inventory of proposals that have received funding. Click Search.

Reviewing Projected Budget and Revenue Information for Selected Projects

Access the Project Forecast Report page.

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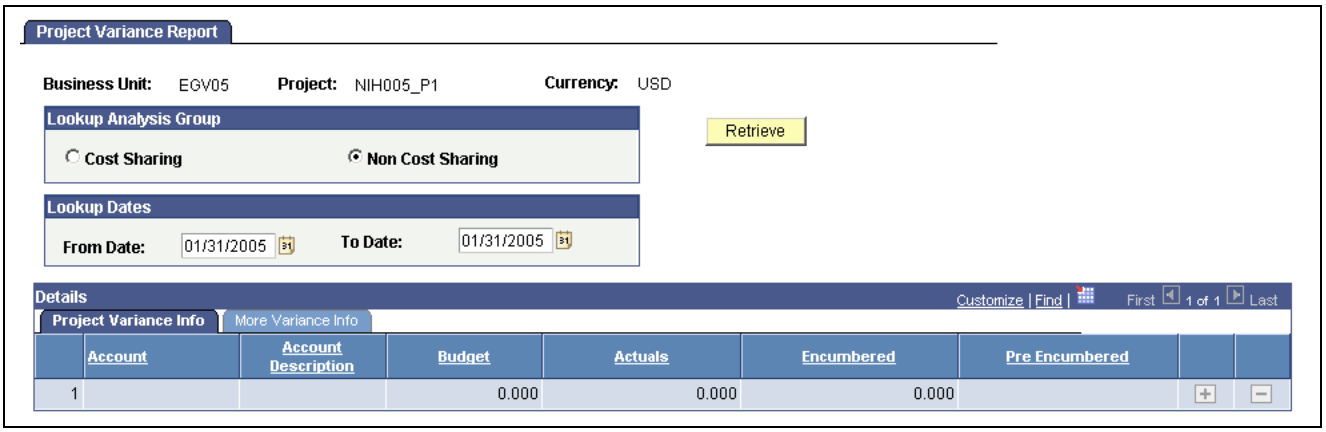


Project Forecast Report page

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.



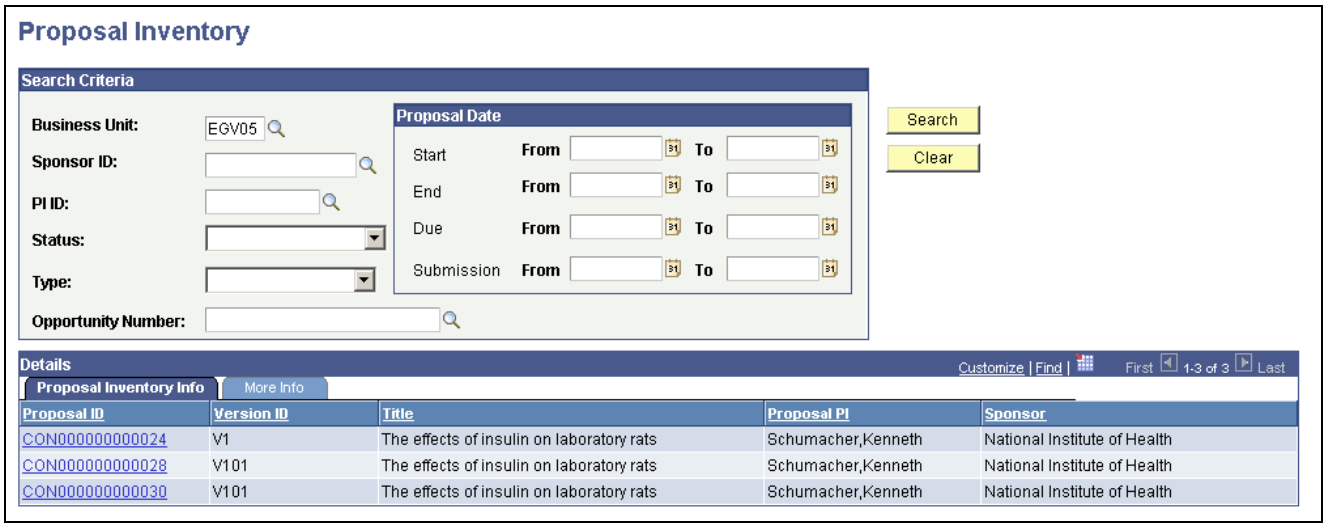
Project Variance Report page

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.

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Proposal Inventory page

Use the fields in the Search Criteria group box to select or enter the information for which you want to view an inventory of proposals. Click Search. Click the Proposal ID link to view the proposal.

The Proposal Date search criteria is as follows:

- If you enter a From date, the system returns all proposals having a date on or after the entered date.
- If you enter a To date, the system returns all proposals having a date on or before the entered date.
- If you enter both From and To dates, the system returns all proposals having dates between the entered dates.

Closing Out Awards

This section provides an overview of contract close outs and project and activity close outs and discusses how to:

- Close out contracts.
- Create status types to limit transactions coming into PeopleSoft Project Costing.
- Close out projects.
- Close out activities.
- Close out budgets.
- Initiate the Budget Close Process

Understanding Contract Close Outs

Contracts with *Closed* status have these attributes:

- Data fields are not available for entry.
- Downstream processing is not allowed for the contract.
- The contract passed system data validation to verify that all processing that is related to the contract is complete.

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- 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 PeopleSoft Project Costing allows incoming transactions based on their analysis type.

Because status types are effective-dated, you can define multiple statuses and apply them sequentially to a project or activity over time.

You can control incoming transactions at either the project or activity level

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See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Working with Transactions," Controlling Incoming Transactions

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data," Defining Status Types

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects," Creating and Defining Projects

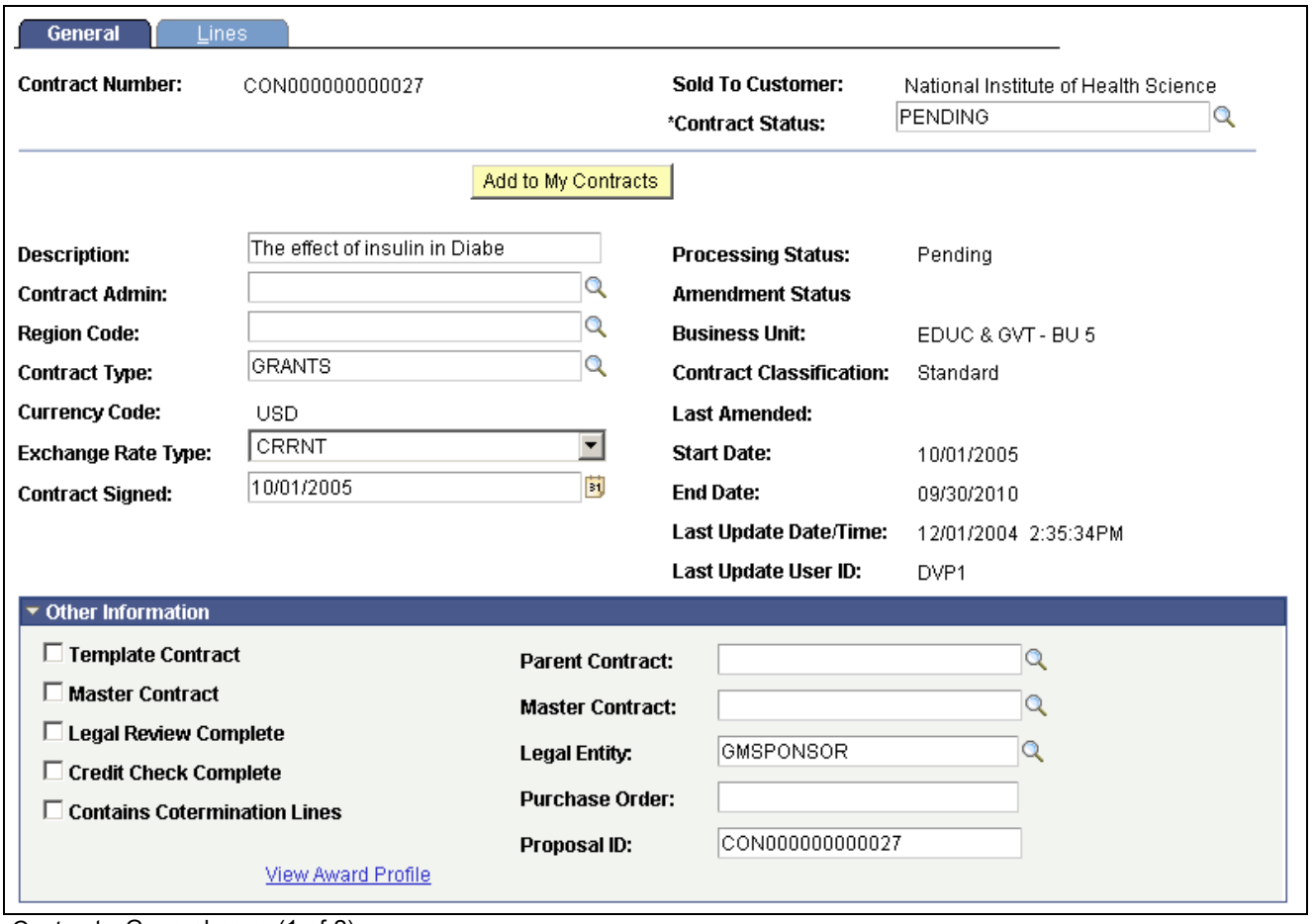
Pages Used to Close Out Awards

Page Name	Object Name	Navigation	Usage
Contract - General	CA_HDR_PNL	Customer Contracts, Create and Amend, General Information, General	Close out award lines.
Status Types	PROJ_STATUS_DEFN	Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Status Types	Create status types and set control actions to limit transactions coming into PeopleSoft Project Costing from cost-feeder applications.
Project - Status	PROJECT_STATUS	Project Costing, Project Definitions, Status	Set the status for a project.
Activity - Status	PROJECT_ACT_STATUS	Project Costing, Activity Definitions, Status	Set the status for an activity.
Closing Rule Options	KK_CLOSE_DEFN1	Commitment Control, Close Budget, Define Closing Rule, Closing Rule Options	Define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.
Budget Close Request	KK_CLOSE_REQUEST	Commitment Control, Close Budget, Process Budget Close	Initiate the Budget Close process.

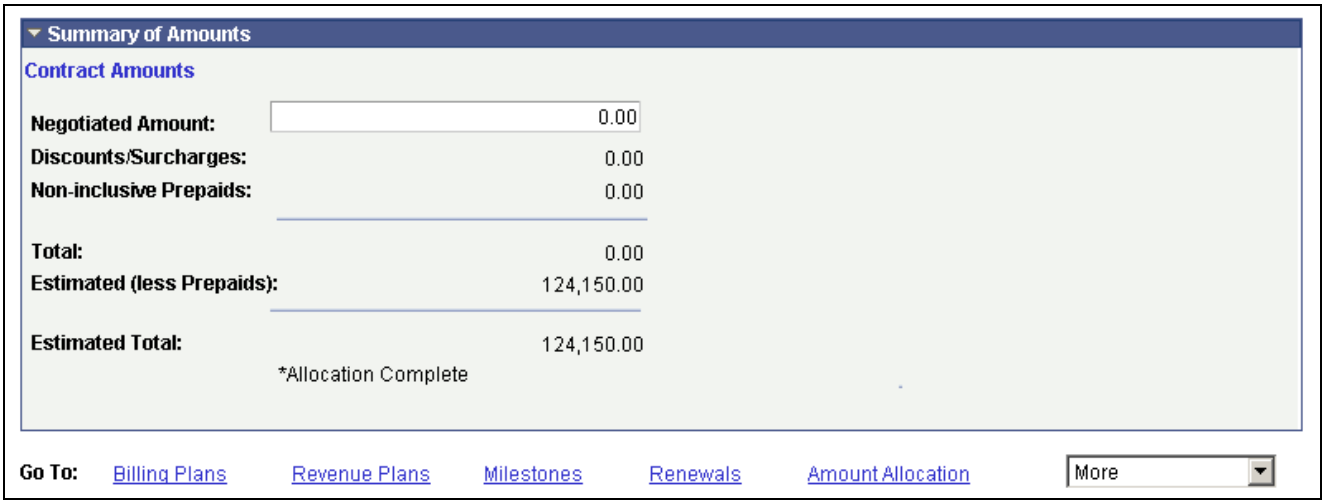
Closing Out Contracts

Access the Contract - General page.

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Contract - General page (1 of 2)



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.

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Note. For As-incurred billing plans, you must manually change the status on the Billing Plan General page because the system doesn't know when the last transactions have been accumulated in PeopleSoft Project Costing and processed through to PeopleSoft Billing.

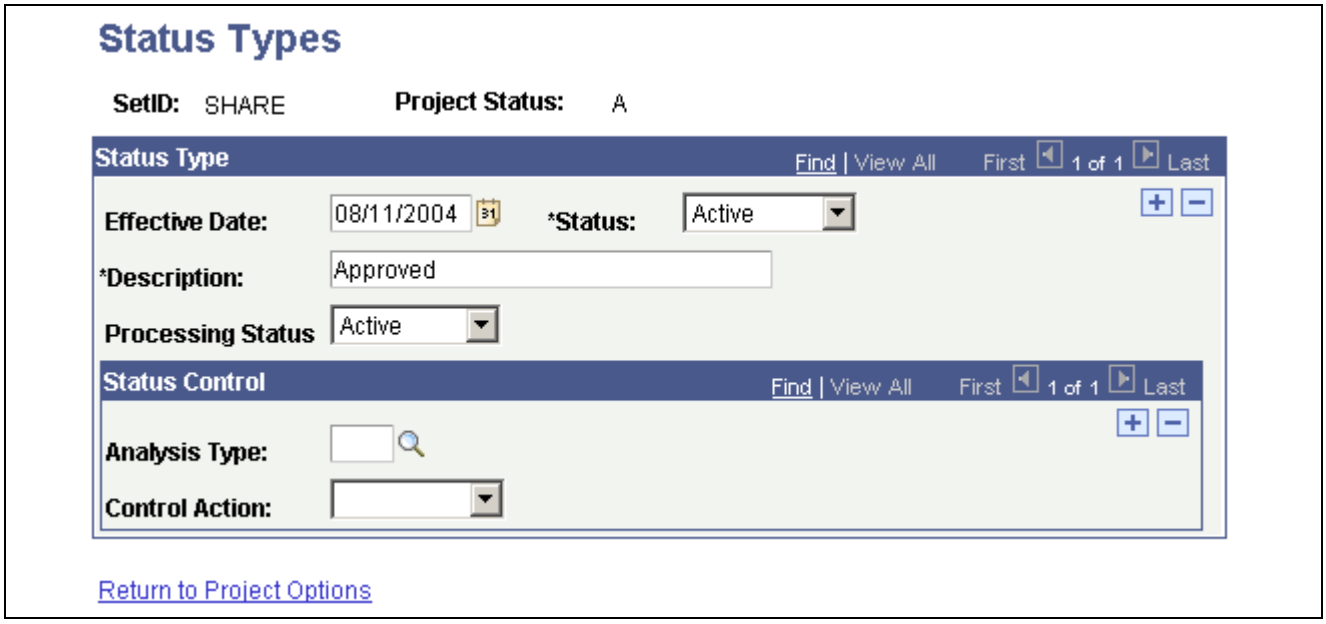
For as-incurred revenue recognition (award revenue), you must manually change the revenue recognition plan status to *Done* because the system does not know when the last transactions were accumulated in PeopleSoft Project Costing and processed through to revenue recognition. If your as-incurred revenue recognition plan has events associated with it, you must wait until all events are complete before you can change the revenue recognition plan status to *Done*.

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Structuring Contracts," Defining Contract Types

Creating Status Types to Limit Transactions Coming into PeopleSoft Project Costing

Access the Status Types page.



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

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application is defined on the Installation Options - Project Costing Integration page.

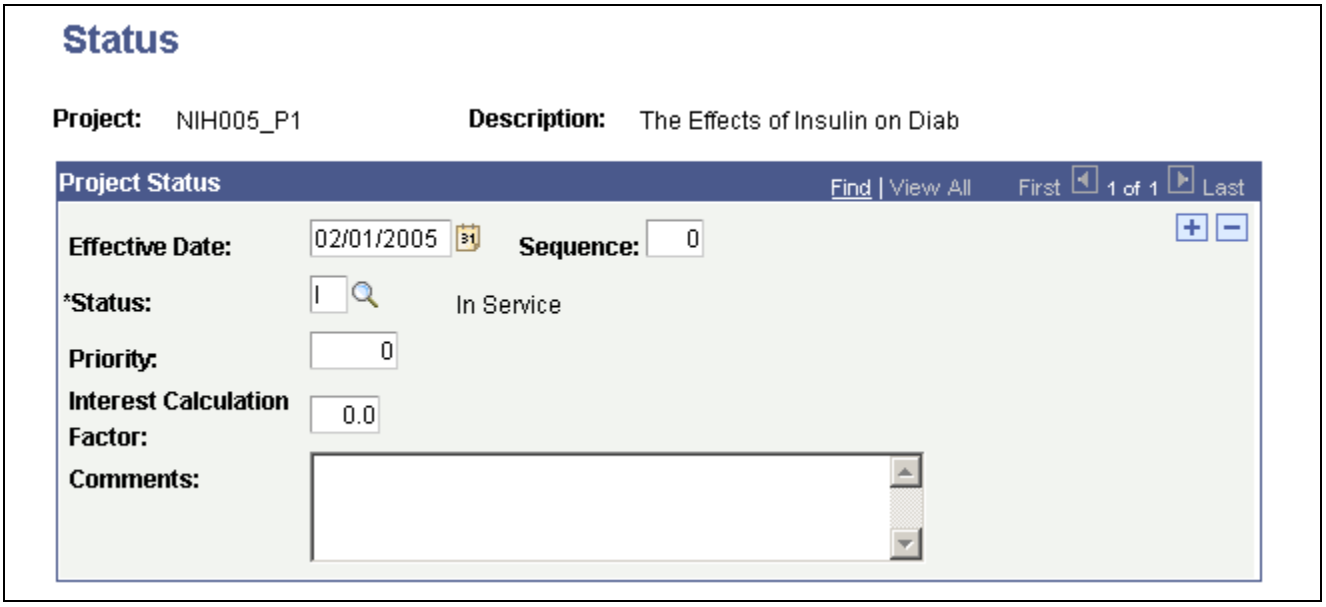
Control Action Select a value to associate with the analysis type. Values include:

- *Warning:* A warning appears before PeopleSoft Project Costing accepts transactions that are specified in the Analysis Type field.
- *Reject:* Transactions that are specified in the Analysis Type field are rejected by PeopleSoft Project Costing.
- None (blank): No project control action 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 PeopleSoft General Ledger because the transactions are already part of the PeopleSoft Financials system. The Reject Project Control action prevents the transaction from being entered in PeopleSoft Project Costing only.

Closing Out Projects

Access the Project - Status page.



Project - Status page

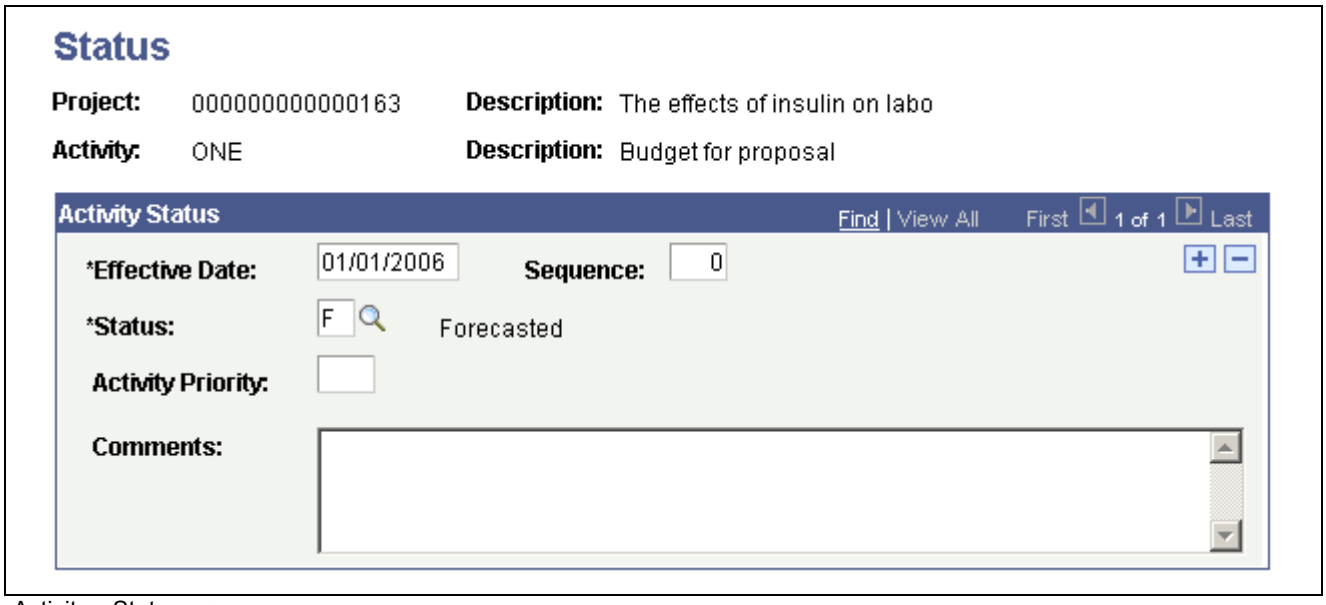
This page drives the processing status on the Project General page. To activate a project, you add a new row with that status that is listed on the Project Setup page as Active. That is how you activate the project during the award generate and pre-spending process.

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.

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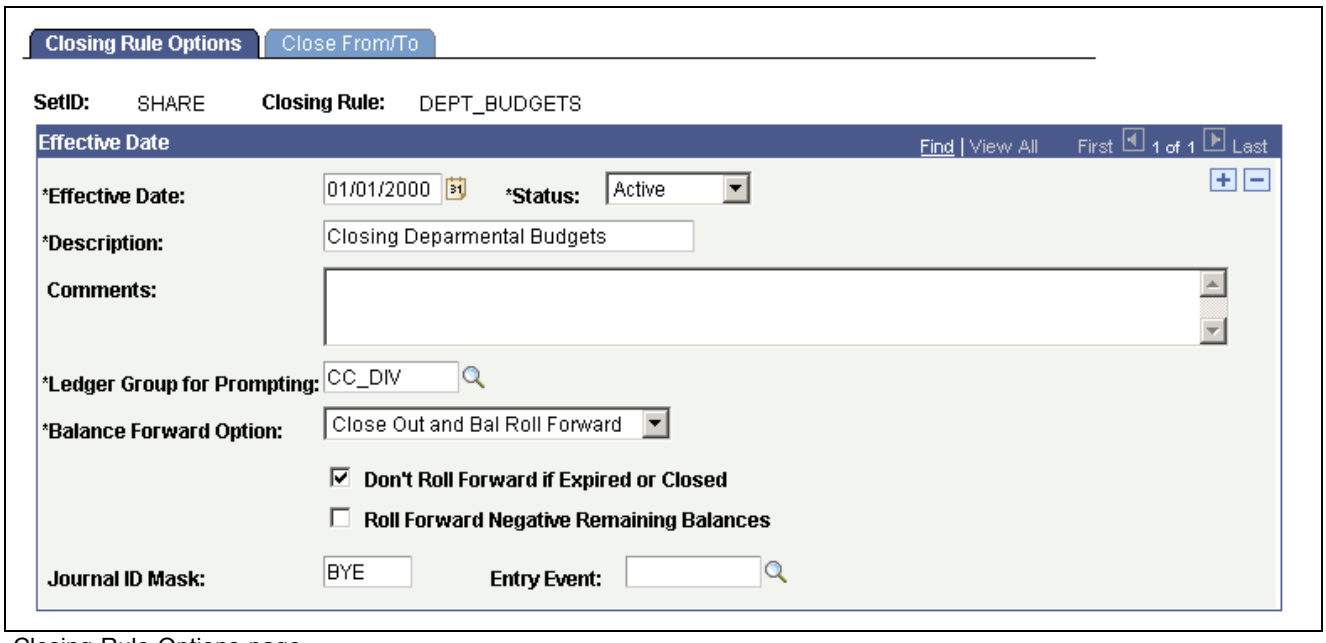


Activity - Status page

To restrict incoming transactions, set the Status field to *Closed.* A closed activity does not appear in prompt lists in PeopleSoft feeder systems.

Closing Out Budgets

Access the Closing Rule Options page.



Closing Rule Options page

Use this page to define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.

After you identify the closing rules for a PeopleSoft Commitment Control budget, you can process the close when you need to by using the Budget Close Request page. The Budget Close process (FSPYCLOS) applies the closing rules to the selected PeopleSoft Commitment Control budget ledgers. You can review the results on the Calculation Log on the Budget Closing Inquiry page.

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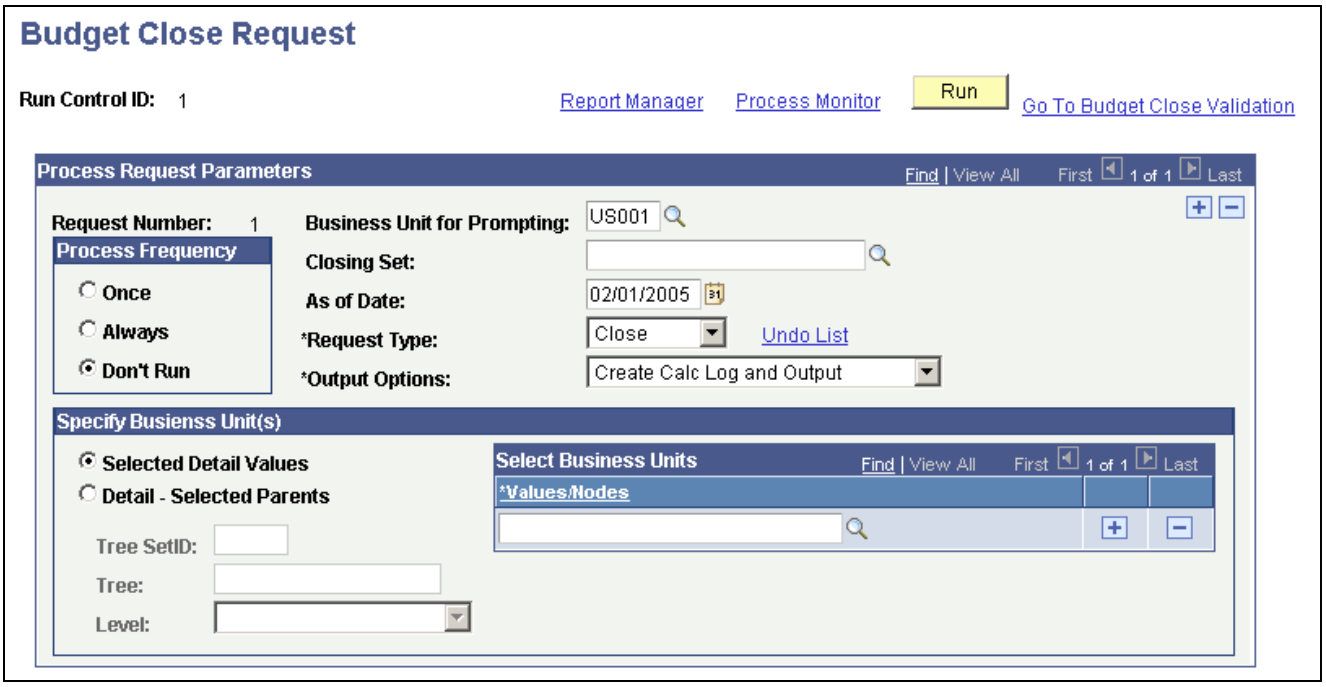
If you make a mistake, use the Budget Close Request page to undo a close.

See Also

PeopleSoft Enterprise Commitment Control 9.0 PeopleBook, "Closing and Withdrawing Commitment Control Budgets"

Initiating the Budget Close Process

Access the Budget Close Request page.



Budget Close Request page

Instructions on using the Budget Close Request page appear in the *PeopleSoft Enterprise Commitment Control 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Commitment Control 9.0 PeopleBook, "Closing and Withdrawing Commitment Control Budgets," Running and Validating the Budget Close Process to Close and Reopen Budgets

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CHAPTER 10

Preparing and Submitting a Protocol

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

- Maintain protocol information.
- Enter protocol data.
- Maintain committee meetings and dispositions.
- Copy protocols and versions.

Understanding Protocol Management

Protocol Management provides an automated system that enables you to document and amend human and animal protocols and to manage the necessary approving authority approval processes.

This section discusses:

- Protocol architecture.
- Rules for status and phase types.

Protocol Architecture

The Protocol Management architecture has two levels: header and version. There is a header level and a child version level. Header information remains static regardless of the many modifications, reviews, or renewals that the protocol undergoes in its full life cycle. Version information may change frequently; therefore, copy version functionality is necessary to avoid manually reentering data into the next version as well as to retain history. The distinction between these levels enables maximum flexibility in copying versions and in tracking changes between versions, which is essential to protocol management.

Rules for Status and Phase Types

A protocol undergoes a series of phases during its life. The system captures phases at the version level through the phase type. A protocol moves from one phase to the next by way of version creation. Only one version can govern at any one time and is considered the current version. By viewing the versions in relation to one another on the version grid, you can determine the history and flow of the protocol life. Phases and versions follow these rules:

- The system creates the initial, new protocol header with a version of phase type *New* and status of *Draft.*

  You cannot add or copy versions at this stage.
- When you submit the protocol version, the status changes to *Pending.*

  You cannot copy this version until the status changes to *Approved* or *Returned.*

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- If the disposition is issued as approved, the status also changes to *Approved.*

  You can now copy the protocol version.

- If the disposition is issued as returned, the status also changes to *Returned.*

  You can now copy the protocol version.

Note. You can copy any protocol that is in any status. The status of the new copied protocol is always reset to *Draft.* You can copy a protocol version only when the status is *Approved* or *Returned.*

Note. Restrictions exist for copying a protocol version. A protocol is copied to a brand new protocol within the same protocol type. For example, animal to animal and human to human.

This table describes the seven protocol management statuses:

Status	Description
Draft	The version is added or copied, but not submitted.
Pending	The draft version is submitted for the review process.
Approved	The pending version is reviewed and approved by the reviewing authority.
Denied	The pending version is reviewed and denied by the reviewing authority. You can only copy this protocol to a new protocol.
Returned	The pending version is reviewed and returned for further modifications by the reviewing authority.
Expired	The version is approved and has expired because the project end date has passed.
Inactive	The version is submitted for the review process but no action was taken against it.

The version level status reflects the status for the entire protocol (for example, header) as only one version governs at any given time. Carrying the status at the version level allows for maximum flexibility when you are creating the various phase type protocol versions.

The phase type enables you to track the submissions and re-submissions of the various phases of the protocol. The reviewing committee must be able to track such changes to make their final approval as well as for ongoing reviews and reporting. A phase type, along with the status, helps identify which phase the protocol is in. The phase types are:

- *New:* Indicates a brand new protocol version.

  This is the first phase.

- *Modified:* Indicates changes or updates being made to either:
  - An approved protocol version, which is initiated by the Principal Investigator (PI) (for example, a minor amendment).
  - A pending protocol version that was returned by the review committee (for example, a clarification of methodology).

    The PI updates the modified version with appropriate changes and then resubmits it for approval.

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- *Continuing Review:* Indicates a scheduled review of how the protocol research is progressing.

  The PI is responsible for informing the review committee of the progress for their approval.
- *Renewal:* Indicates updates to the approved protocol so the protocol is renewed or extended.

  You can copy a protocol nearing its end date to a new version and reenter a new start and end date.

Note. You can also create a new protocol ID for this purpose. By copying a version, however, you have the advantage of retaining the link with the previous approved protocol period and header.

This table shows the rule set for how the phase type and status, along with other fields, interact and change the state of the protocol:

Phase Type	Original Status	Approval, Denied, and 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 *Pending.*
New	Draft	N/A	Inactive	You create a new protocol, but no action is taken against it.	Run batch process for statuses remaining in *Draft, Pending,* and *Returned* status for a long time. Proceed with a follow-up action, such as changing the status to *Inactive.*
New	Pending	Yes/Denied	Denied	The committee review denies approval.	Committee review issues a disposition of *Denied,* and the system updates the Disposition Date field and changes the status to *Denied.*

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Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
New	Pending	Yes/Returned	Returned	The committee review requests changes to a protocol.	Committee review issues a disposition of *Returned.* The system updates the Returned On Date field and changes the status to *Returned.* You must now create a modified type version and resubmit that version.
New	Pending	N/A	Inactive	You submit the protocol to the committee for review; however, no action is taken against it.	Run batch process for statuses remaining in *Draft, Pending,* and *Returned* status for a long time. Proceed with a follow-up action, such as changing the status to *Inactive.*
New	Pending	Yes/Approved	Approved	The protocol is submitted, reviewed, and approved.	Committee review issues a disposition of *Approved.* The system updates the Disposition Date field and changes the status to *Approved.*
New	Approved	N/A	Expired	An approved protocol expires because the project end date has passed.	The system changes the status when a scheduled batch process runs.

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Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
New	Returned	N/A	Inactive	The committee returns the protocol for further modification; however, no action is taken against it.	Run batch process run for statuses remaining in *Draft, Pending,* and *Returned* status for a long time. Proceed with a follow-up action, such as changing the status to *Inactive.*
New	Denied	N/A	N/A	The committee denies the protocol.	You cannot change this status. The system stops the status flow process and captures the status for recording purposes.
New	Inactive	N/A	N/A	The protocol is inactive because no action is taken against it.	You cannot change this status. The system stops the status flow process and captures the status for recording purposes.
New	Expired	N/A	N/A	The approved protocol expires.	You cannot change this status. The system stops the status flow process and captures the status for recording purposes.

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Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
Modified	Draft	1) N/A or 2) Yes/Returned	Pending	You copy an approved protocol to a modified version and resubmit it for review again. Alternatively, the committee requests amendments to a new protocol before its approval. You copy it to a modified version, update it , and then resubmit it for final approval.	Click the Submit button. The system then updates the Submitted Date field, and changes the status to *Pending*.
Modified	Draft	N/A	Inactive	See description for New.	See status change trigger for New.
Modified	Pending	Yes/Denied	Denied	See description for New.	See Status Change Trigger for New
Modified	Pending	Yes/Returned	Returned	See description for New	See status change trigger for New.
Modified	Pending	N/A	Inactive	See description for New.	See Status Change Trigger for New
Modified	Pending	Yes/Approved	Approved	See description for New	See status change trigger for New.
Modified	Approved	N/A	Expired	See description for New.	See status change trigger for New.
Modified	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Modified	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Modified	Inactive	N/A	N/A	See description for New.	See status change trigger for New.
Modified	Expired	N/A	N/A	See description for New.	See status change trigger for New.

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Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
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.
Continuing Renewals	Pending	Yes/Approved	Approved	See description for New.	See status change trigger for New.

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Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
Continuing Renewals	Approved	Yes/Approved	Expired	See description for New.	See status change trigger for New.
Continuing Renewals	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Continuing Renewals	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Inactive	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Expired	N/A	N/A	See description for New.	See status change trigger for New.

Maintaining Protocol Information

This section provides an overview of the maintain protocol header component and discusses how to:

- Maintain protocol information.
- Create attachments.

Understanding the Maintain Protocol Header Component

The maintain protocol header component captures static, header level protocol data, which remains consistent even if amendments, modifications, or renewals are created. This header component serves as the parent for version-level data. Parent and child architecture allows for maximum flexibility in design—for the copy functionality, the ability to associate multiple approved iterations of a protocol during its total life cycle. The Version History grid displays all versions for this protocol. You maintain history because each version, after being submitted, is locked down and becomes uneditable. Both human and animal type protocols share the same portal navigation to the General Information search and add page. They share the same underlying architecture; however, depending on the associated protocol subtype, various fields and pages become hidden or available.

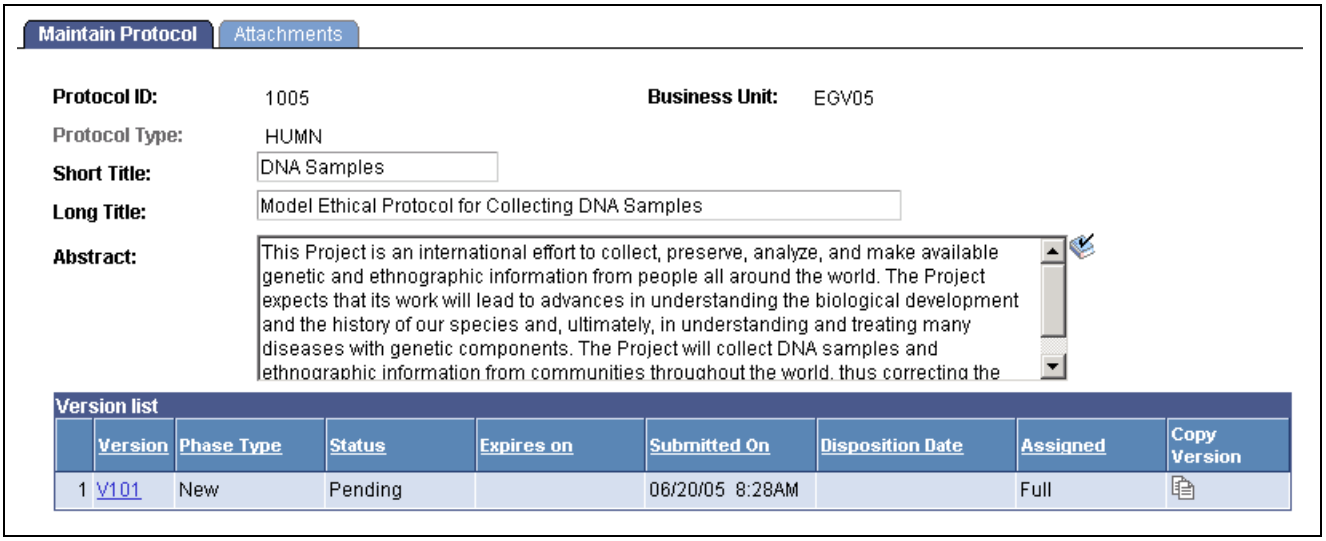
Pages Used to Maintain Protocol Information

Page Name	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.

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Maintaining Protocol Information

Access the Maintain Protocol page.



Maintain Protocol page

Protocol ID Displays the system-generated protocol ID. The creation of a protocol ID always generates the initial new or draft version. The system uses a Next numbering scheme to get the next available number. Also, for copy or copy versions, attachments are not copied.

Protocol Type Displays the protocol type selected on the Search/Add page. Values include *ANIM* and *HUMN*.

Short Title Enter a short title.

Long Title Enter a more descriptive title, as needed.

Abstract Enter a summary of the overall project plan, or attach a document on the Attachment page.

Version List

Version Click to go to a specific version component. Upon initial creation of the header, only version ID, phase type, and status data appear until you enter other data on the version component. When a Protocol Header is added, one new version is always created. Also, for the person who is creating the Header, a role of Authorized is added on the Protocol Version - Personnel page.

Phase Type Displays the current protocol phase. A protocol has multiple phases in its life cycle, and these types identify which phase the protocol is in. Values include:

- *New:* Indicates a new protocol version that is in the first phase.
- *Modified:* 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.

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- *Renewal:* 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.
- *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. This schedule is predetermined by the institution and typically happens at intervals of no greater than a year.

Status Displays the protocol status. System events update the field. Values include:

- *Draft:* Version is added but not yet submitted.
- *Pending:* Version is submitted (date and 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. 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.
- *Returned:* The reviewing authority reviewed and returned the pending version for further modifications.

Expires On Displays the date on which the protocol expires and the research ceases on human and animal subjects.

Submitted On Displays the date and time when you clicked the Submit button on the Version page.

Disposition Date Displays the date on which the reviewing authority recorded the disposition on the committee review components.

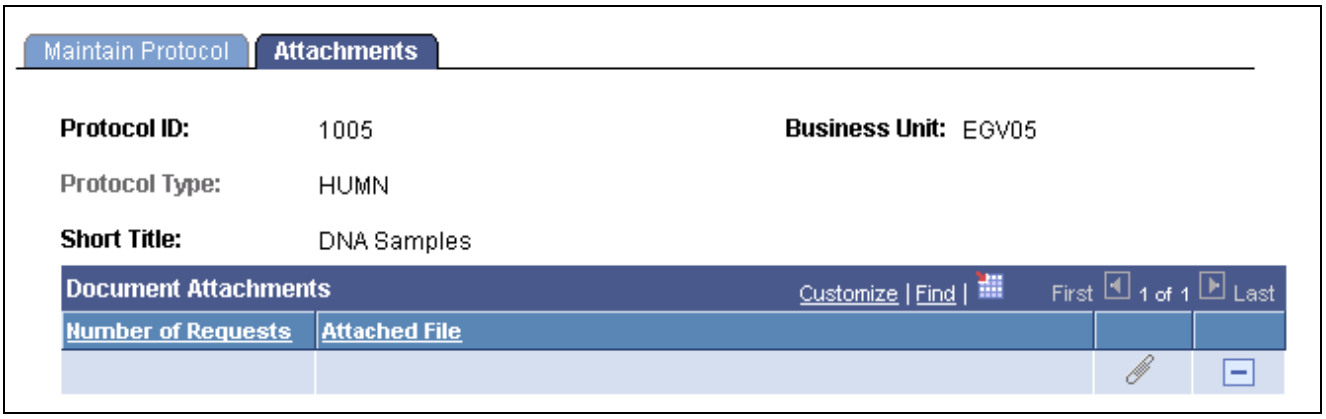
Review Type Displays the type of review selected by the committee administrator. Values include: *Exempt, Expedited,* and *Full.*

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.

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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 discusses how to:

- Create and submit version information.
- Enter personnel data.
- Enter human subject data.
- Enter a subject justification.
- Enter animal data.
- Enter an animal justification.
- Enter purpose, methods, and procedures.
- Enter procedures.
- Enter hazardous agents.
- Enter U.S. Food and Drug Administration (FDA) approval information.
- Enter euthanasia disposition.
- Create attachments.

Understanding Protocol Data Entry

The Version Information component captures the majority of the protocol data that is required for the specific type of research involving human or animal subjects. Each subheading and table in this section represents a logical grouping of the data fields required in protocol management. In this component, the tabs represent the sub-groupings. The information in this component is created from a new proposal or copied from another version.

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Understanding Protocol Approval

The Protocol Administrator submits the completed protocol. This action changes the protocol status to *Pending* and triggers workflow to send an email and/or a worklist to the roles defined on the Approval/Notification Process page. The Protocol Administrator can access the Protocol Administration page through a worklist or navigation to query the pending protocols in the system and assign one of three Review Types to the protocol. The Review Types are: *Exempt, Expedited,* and *Full Review.* When a protocol is assigned *Full Review,* the Protocol Administrator assigns a Committee ID and a Meeting ID.

If the Review Type is *Exempt* or *Expedited,* the system sends an email and/or a worklist to the first level of approvers. The approver approves, denies, or returns the protocol through the worklist, which triggers workflow to send emails about the protocol status. The approver can request the Protocol Administrator to change the Review Type or have someone else issue the disposition by sending a worklist to the Protocol Administrator.

If the Review Type is *Full Review,* the system sends email to all committee members. After the committee meets and decides the disposition, the Protocol Administrator enters the disposition using the Protocol Disposition page, which triggers workflow to send an email notification about the approval status.

Pages Used to Enter Protocol Data

Page Name	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 Expedited 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. This page is available only for human protocols.
Adverse Event Details	GM_PCL_ADVRS_EVNT	Click the Adverse Events Details link on the Version Info page.	Enter a description of the adverse event.
Assurance Information	GM_PLC_ASSUR_INFO	Click the Assurance Information link on the Version Info page.	Enter an assurance ID, and approval and expiration dates. This page is available only for animal protocols.

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Page Name	Object Name	Navigation	Usage
Notification History	GM_PLC_WF_HIS	Click the Notification History link on the Version Info page.	View notification history.
Personnel	GM_PCL_PROF	Grants, Protocols, Enter Protocol Detail, Personnel	Enter role and affiliation details for personnel who are associated with the protocol.
Details	GM_PCL_PROF_DTLS	Click the Detail button on the Personnel page.	Enter departmental details, such as phone and email information, for personnel who are associated with the protocol.
Training	GM_PCL_PROF_TRN	Click the Training button on the Personnel page.	Enter all relevant training that each person received, including training date and a description of the training. This page is available only for Animal protocols.
Notes	GM_PCL_PROF_NOTES	Click the Notes button on the Personnel page.	Enter notes about associated personnel and the person's relationship with the protocol.
Subjects	GM_PCL_SUB	Grants, Protocols, Enter Protocol Detail, Subjects	Enter all data that is related to the subjects who are required to conduct this particular protocol project. **Note.** This page is available only for human protocols. It is hidden for animal protocols.
Subject Justification	GM_PCL_SUB_JUST	Click the Justification button on the Subjects page.	Enter details about the justification for the use of subjects for the protocol.
Certification of Compliance	GM_PCL_SUB_CERT	Click the Certification Compliance button on the Subjects page.	Enter a title and description for the certification of compliance.
Consent and Compensation	GM_PCL_SUB_CONS	Click the Consent and Compensation button on the Subjects page.	Enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects.

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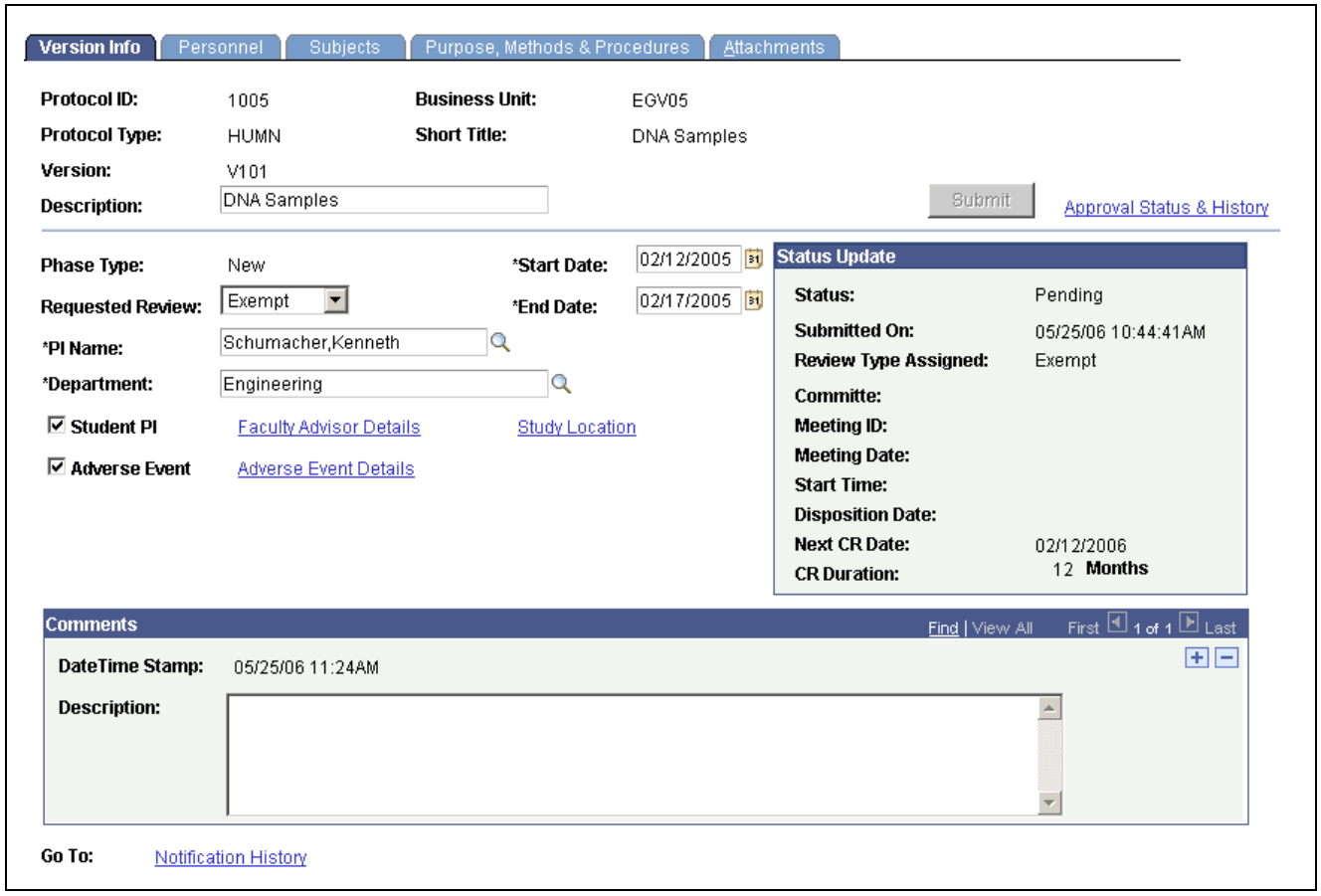
Page Name	Object Name	Navigation	Usage
Subject Risks and Benefits	GM_PCL_SUB_RIBE	Click the Risks and Benefits button on the Subjects page.	Enter a detailed explanation of the consent forms that the subjects sign. **Note.** If the subject type is *Children,* then enter specifics for obtaining consent from children. The attachment of the actual consent form is also required.
Animals	GM_PCL_ANM	Grants, Protocols, Enter Protocol Detail, Animals	Enter all data that is related to the animal subjects that are required to conduct this particular protocol project. **Note.** This page is available only for animal protocols. It is hidden for human protocols.
USDA Classification	GM_PCL_ANM_USDA	Click the USDA Classification button on the Animals page.	Enter details about the USDA (United States Department of Agriculture) classification.
Animal Justification	GM_PCL_ANM_JUST	Click the Justification button on the Animals page.	Enter details about the justification for the use of animal subjects for the protocol.
Certification of Compliance	GM_PCL_ANM_CERT	Click the Certification button on the Animals page.	Enter a title and description for the certification of compliance.
Facilities and Care	GM_PCL_ANM_CERT	Click the Facilities and Care button on the Animals page.	Enter detailed information about the facilities that are being used for this protocol.
Purpose, Methods & Procedure	GM_PCL_PROC	Grants, Protocols, Enter Protocol Detail, Purpose, Methods & Procedure	Enter detailed information about the purpose, methods, and procedure that are associated with the protocol.
Procedures	GM_PCL_OTHR_DTL	Click the Procedures link on the Purpose, Methods & Procedure page.	Enter detailed information about the procedures that are used in this protocol.
FDA Approval	GM_PCL_FDA	Click the FDA Approval Info link on the Purpose, Methods & Procedure page.	Enter detailed information about the FDA approval that is associated with this protocol.
Hazardous Agents	GM_PCL_HAZA	Click the Hazardous Agents link on the Purpose, Methods & Procedure page.	Enter detailed information about hazardous chemicals or materials that are used in this protocol.

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Page Name	Object Name	Navigation	Usage
Euthanasia/Disposition	GM_PCL_EUTH	Click the Euthanasia/Disposition link on the Purpose, Methods & Procedure page.	Enter detailed information about the method of euthanasia or disposition that is used in this protocol.
Attachments	GM_PCL_VRSN_ATT	Grants, Protocols, Enter Protocol Detail, Purpose, Attachments	Attach files that are associated with the protocol.

Creating and Submitting Version Information

Access the Version Info page.



Version Info page

Submit Click the Submit button to initiate a submission for review. If you have not saved the component, a message appears asking whether you want to save and then submit. After the version is submitted, the button is not available, and the version is uneditable.

Approval Status & History Click to view the approval status and history of the protocol. This option is available only for Review Type Assigned of *Exempt* or *Expedited.*

Phase Type Displays the phase type. Values include:

- *New*

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- *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 Continuing Review 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 (principal investigator) Select the name of the employee who owns this particular proposal. In most cases, this individual is the PI on the PeopleSoft Grants proposal that is being drafted, with which this protocol will be associated. Entering the PI name will provide a default value for the *Department* field.

Department Select the department that is associated with the protocol.

Student PI (student principal investigator) Select this option if the PI is a student. If it is selected, then the Faculty Advisor Details link appears. For workflow, by selecting the Student PI check box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version.

Faculty Advisor Details Click the Faculty Advisor Details link to access the Faculty Advisor Details page. The following elements appear:

- Name

  Select a faculty advisor name from the prompt table.

- Faculty Advisor statement

  Enter a long description.

Study Location Select a study location code from the list of available values. This option is available only for human protocols.

Adverse Event Select this option to indicate an adverse event. If it is selected, then the Adverse Event Details link appears. For workflow, by selecting the Adverse Event check box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version.

Adverse Event Details Click to access the Adverse Event Details page. Enter a description of the adverse event.

Assurance Information Click to access the Assurance Information page, where you can enter an assurance ID, and approval and expiration dates. This option is available only for animal protocols.

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Notification History Click to access the Notification History page, where you can view notification details.

Status Update

Status Displays the current protocol status. Values include

- *Approved*
- *Denied*
- *Draft*
- *Expired*
- *Inactive*
- *Pending*
- *Returned*

Submitted On Displays the date and time the protocol was submitted. The date and time is generated by the system when you click the Submit button on this page.

Review Type Assigned Displays the Review Type selected by the committee administrator. This is the actual review that the protocol will undergo.

Committee Displays the committee ID that was assigned by the committee administrator. The value appears only for full reviews.

Meeting ID Displays the meeting ID and the date and time of the committee meeting that is assigned by the committee administrator. The value appears only for full reviews.

Next CR Date (next continuing review date) Displays the date of the next continuing review. The system automatically supplies the next continuing review date by incrementing the number of months defined by the user on the Proposal Award setup page, from the start date. The Workflow Rule setup page looks to the next continuing review date to notify individuals on a specified number of days before the due date.

CR Duration (continuing review duration) Displays the duration of the review using the number of months set up for human or animal types of protocols at the business unit level.

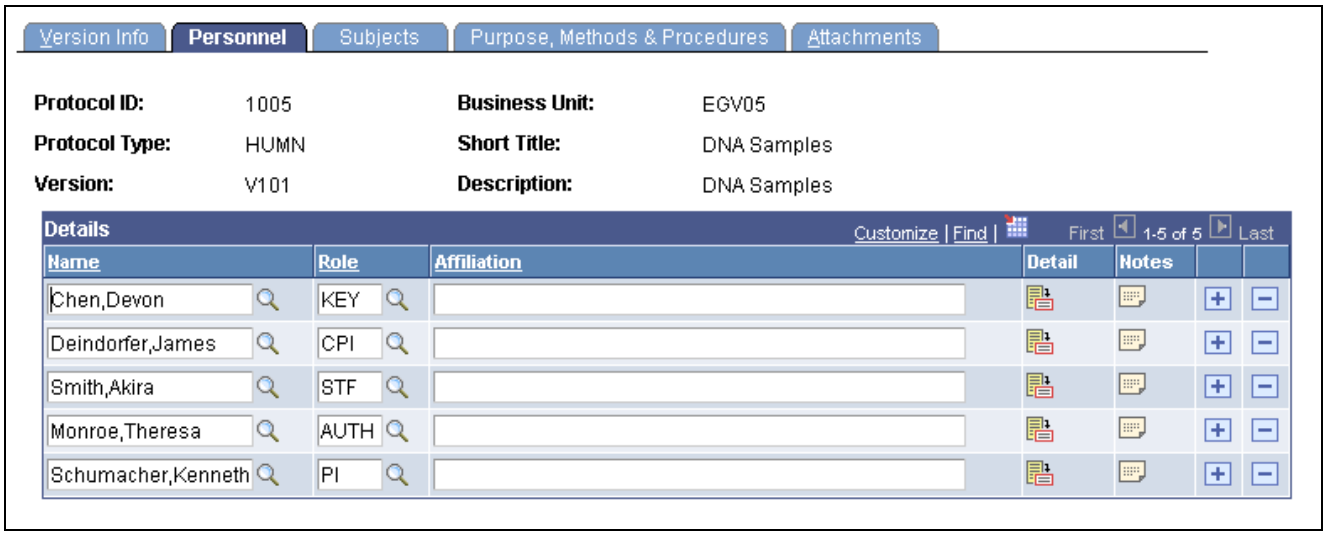
Comments

This is a free-form comment section for capturing any other relevant information. Add multiple comments with a date and time stamp.

Entering Personnel Data

Access the Personnel page.

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Personnel page

Details

Role Select the role type of the person who is associated with this version.

Affiliation Enter the person's academic, institutional, or corporate affiliation.

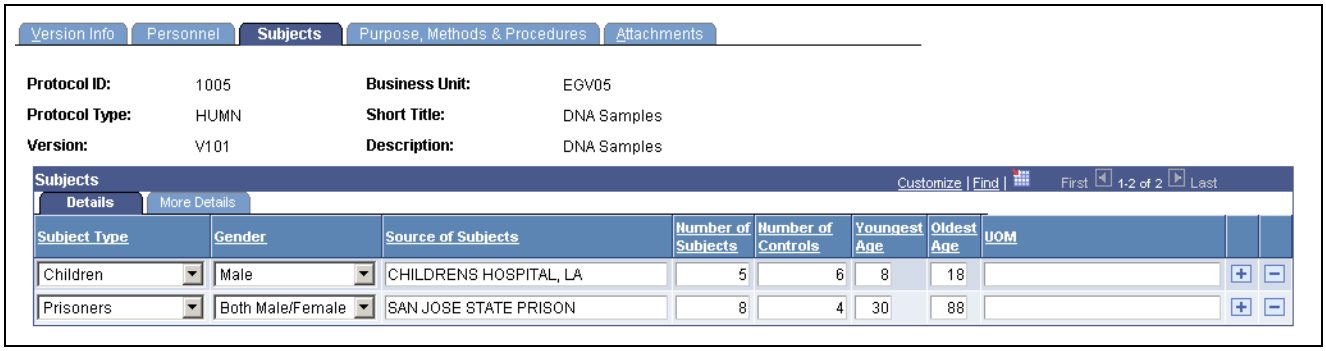
Detail Click to enter departmental, email, and telephone information for this person.

Training Click to enter all relevant training that each person received, including training date and a description of the training. Add multiple rows to capture all experience. The protocol system uses department-level security. This option is available only for animal protocols.

Notes Enter notes specific to each person.

Entering Human Subject Data

Access the Subjects page.



Subjects page

This page is available only for human protocols. It is not available for animal protocols. This page captures all data that is related to the subjects who are required to conduct this particular protocol project.

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Details Tab

Subject Type

Select a subject type from the available values. The subject type determines which type-specific fields become viewable and actionable in the secondary pages. Values include:

- *Pregnant Women.*
- *Prisoners.*
- *Fetuses.*
- *Children.*
- *Other Vulnerable:* Subjects who are not listed but need a more specific justification or certification.
- *General :* Subjects from the general populace.

You can add each subject type only once in the grid.

Note. When you have a prisoner or child subject type, the system triggers workflow to selected individuals for review. Prisoners need a prisoner representative. Children need a child advocate.

More Details Tab

Justification

Click to enter a full justification for the subject type to be used for the research.

Certification of Compliance

Click to enter a title and explanation of the certification for the research.

Consent and Compensation

Click to enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects.

Subject Risks and Benefits

Click to enter a description of the risk or benefit to be elaborated. Risks may include infection, use of placebos, expected discomfort, and known hazards. Benefits may include remission of illness or improved medical condition. Multiple rows can be added.

Entering a Subject Justification

Access the Subject Justification page.

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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

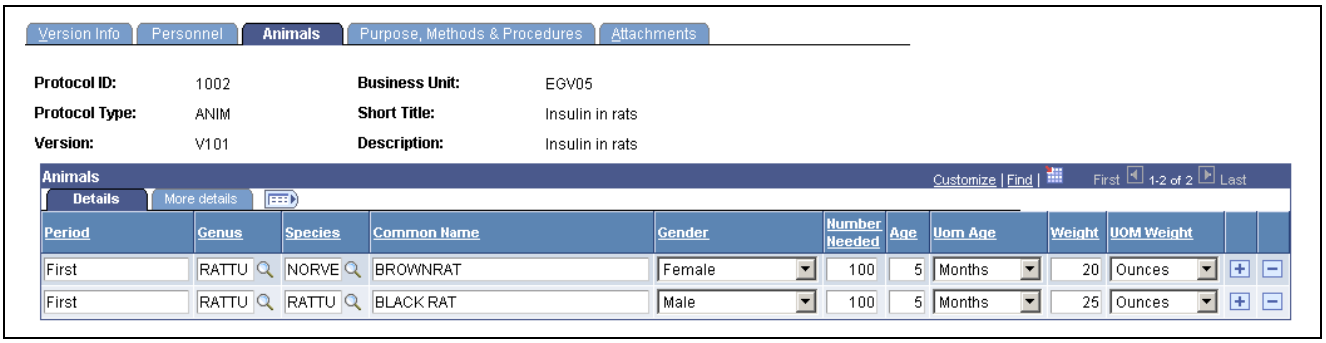
Title Enter a short description of the justification. Add additional rows as required.

Justification Enter a full justification for involving the particular subject type for this protocol research.

Entering Animal Data

Access the Animals page.

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Animals page

This page is available only for animal protocols. It is not available for human protocols. This page captures all data that is related to the animals that are required for this particular protocol.

Details Tab

Period Enter which period this row's information applies to. This is a free-form text field.

Genus Enter the animal's division of family (for example, Rattus).

Species Enter the animal's division of genus (for example, Rattus norvegicus).

Strain, Subspecies, or Breed Enter the animal's strain, subspecies, or breed.

Common Name Enter the animal's common name of the animal (for example, Brown Rat).

More details Tab

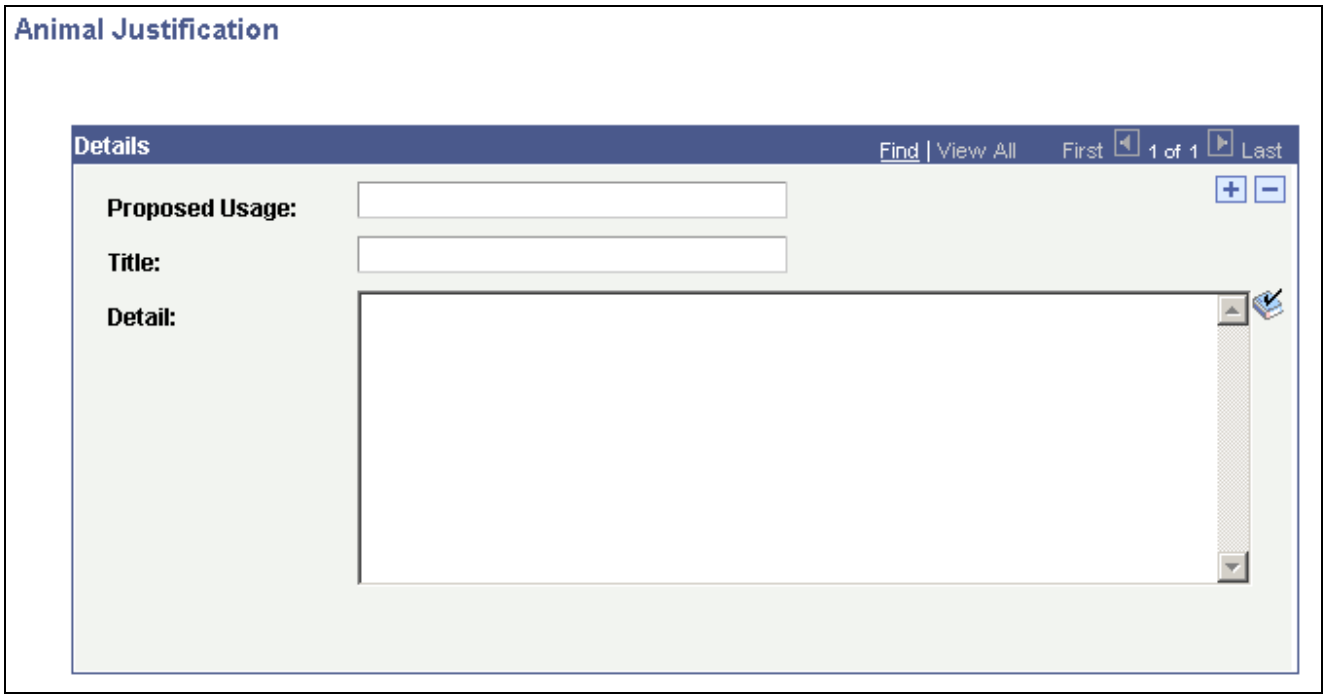
Age Enter the animal's age.

UOM (unit of measure) Enter whether the age is indicated in terms of minutes, hours, days, months, or years.

Entering an Animal Justification

Access the Animal Justification page.

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Animal Justification page

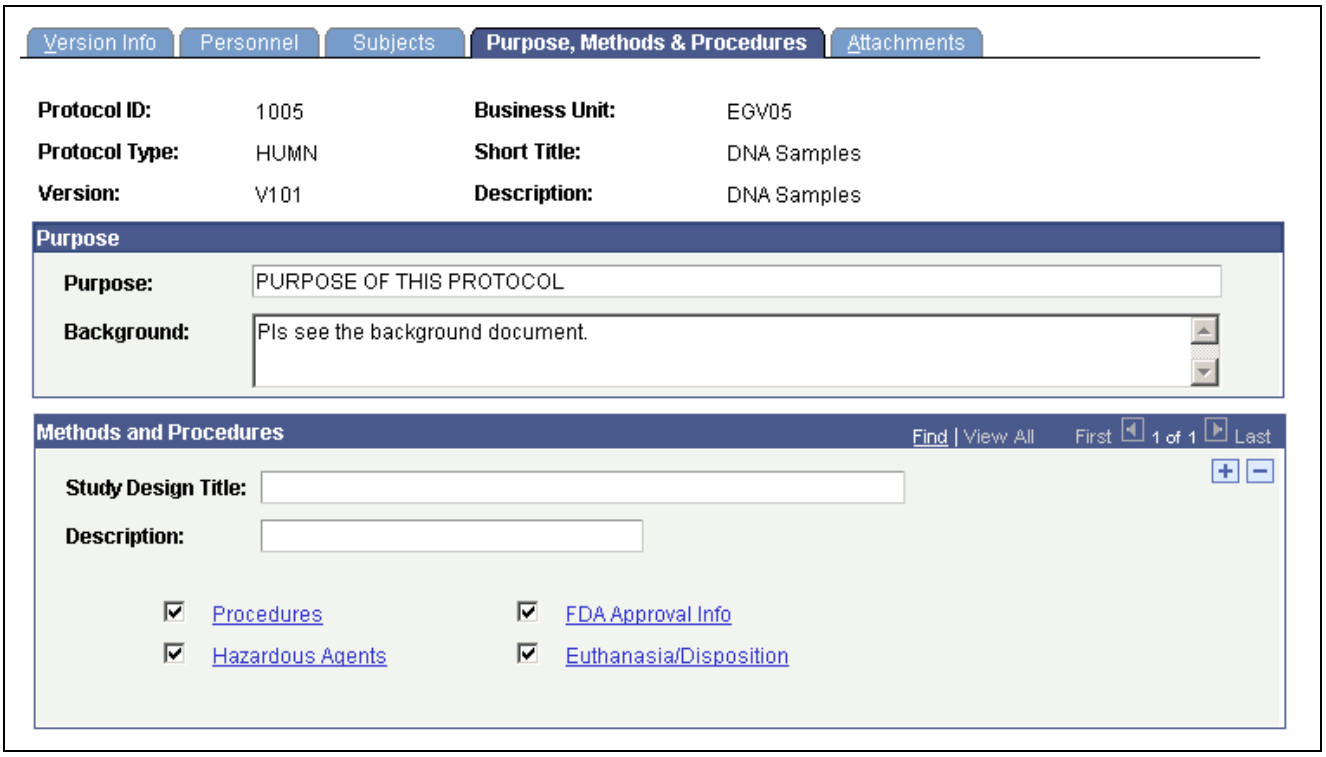
Details

Proposed Usage	Enter an explanation of how you plan to use the animals.
Title	Enter a short description of the justification (for example, the rationale for using live animals).
Detail	Enter a justification for this protocol research.

Entering Purpose, Methods, and Procedures

Access the Purpose, Methods & Procedure page.

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Purpose, Methods & Procedures page

Purpose

Purpose Enter the purpose of the research.

Background Enter background related information; for example, how the research came about.

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.

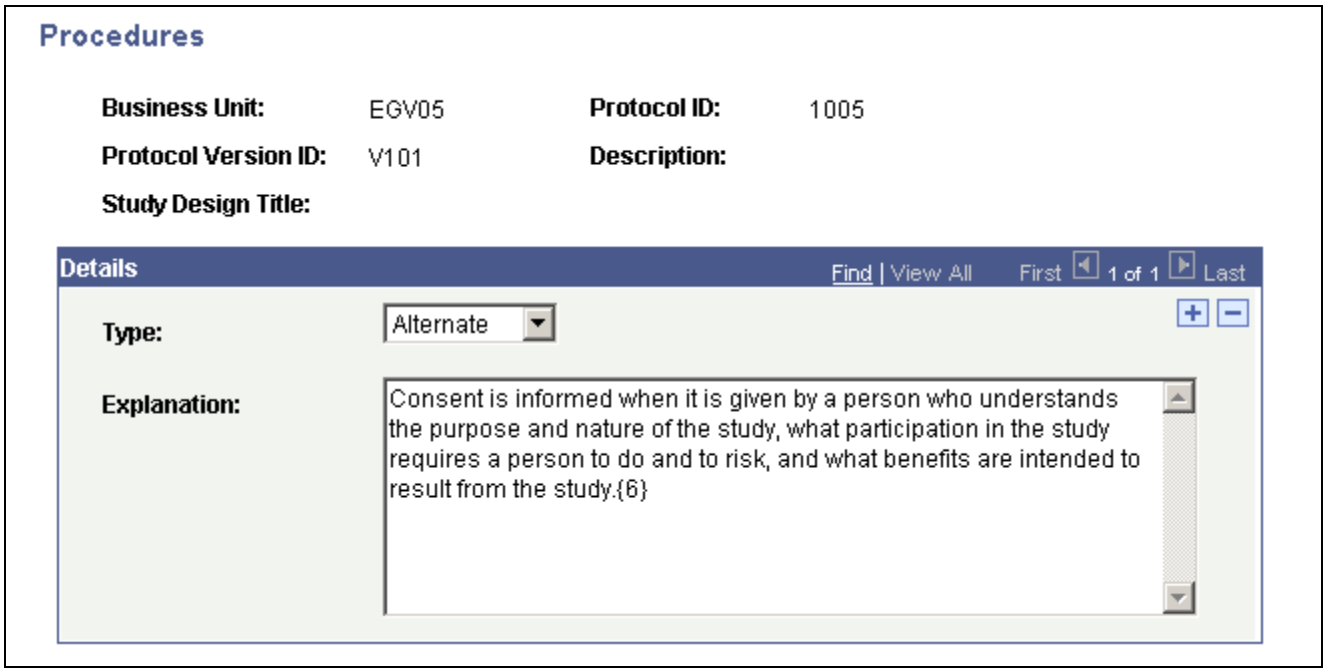
FDA Approval Info (FDA approval information) Select this option and click the link to access the FDA Approval page.

Euthanasia/Disposition Select this option and click the link to access the Euthanasia/Disposition page.

Entering Procedures

Access the Procedures page

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Procedures page

Details

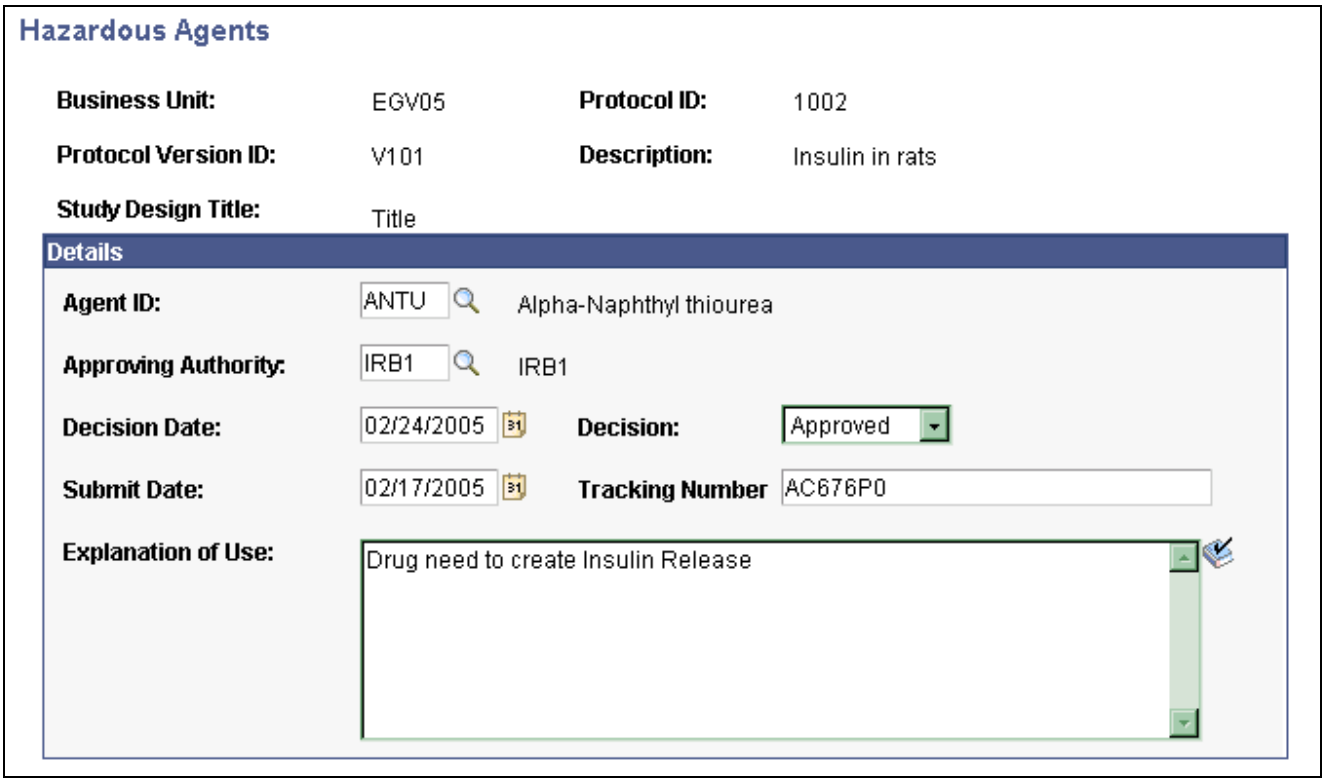
Type Select a type and enter an explanation of the procedure. Type values include:

- *Additional*
- *Alternate*
- *Other*
- *Surgery*
- *Unusual*

Entering Hazardous Agents

Access the Hazardous Agents page.

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Hazardous Agents page

Details

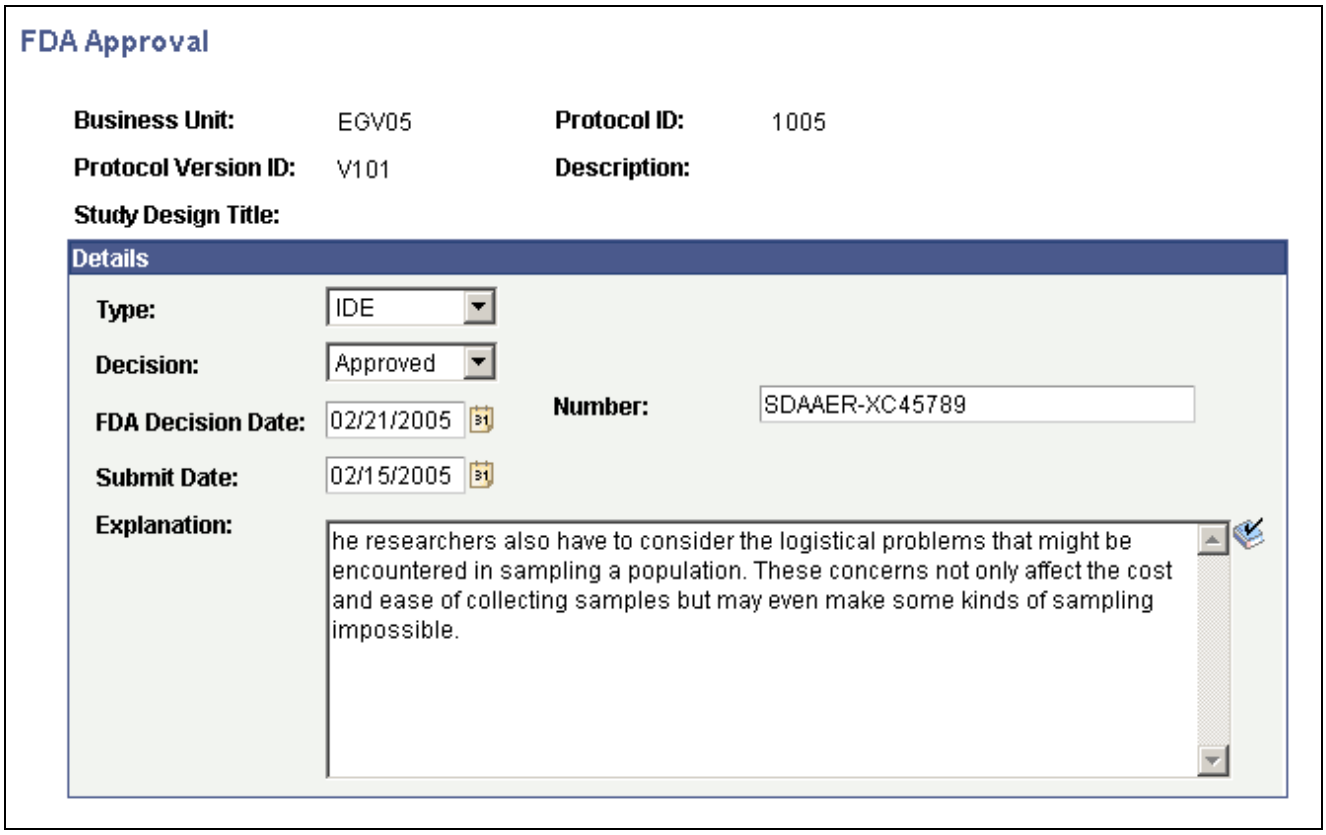
Enter an explanation about the hazardous agents used in the protocol.

Agent ID	Select the Agent ID.
Approving Authority	Select the approving authority.
Decision Date	Enter the date the decision was made about the use of the hazardous agent.
Decision	Select the Decision status from *Approved, Pending,* and *UnApproved.*
Submit Date	Enter the date the hazardous agent was submitted to the approving authority.
Tracking Number	Enter the number used to track the hazardous agent.
Explanation of Use	Enter a description of how you use the hazardous agent.

Entering FDA Approval Information

Access the FDA Approval page.

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FDA Approval page

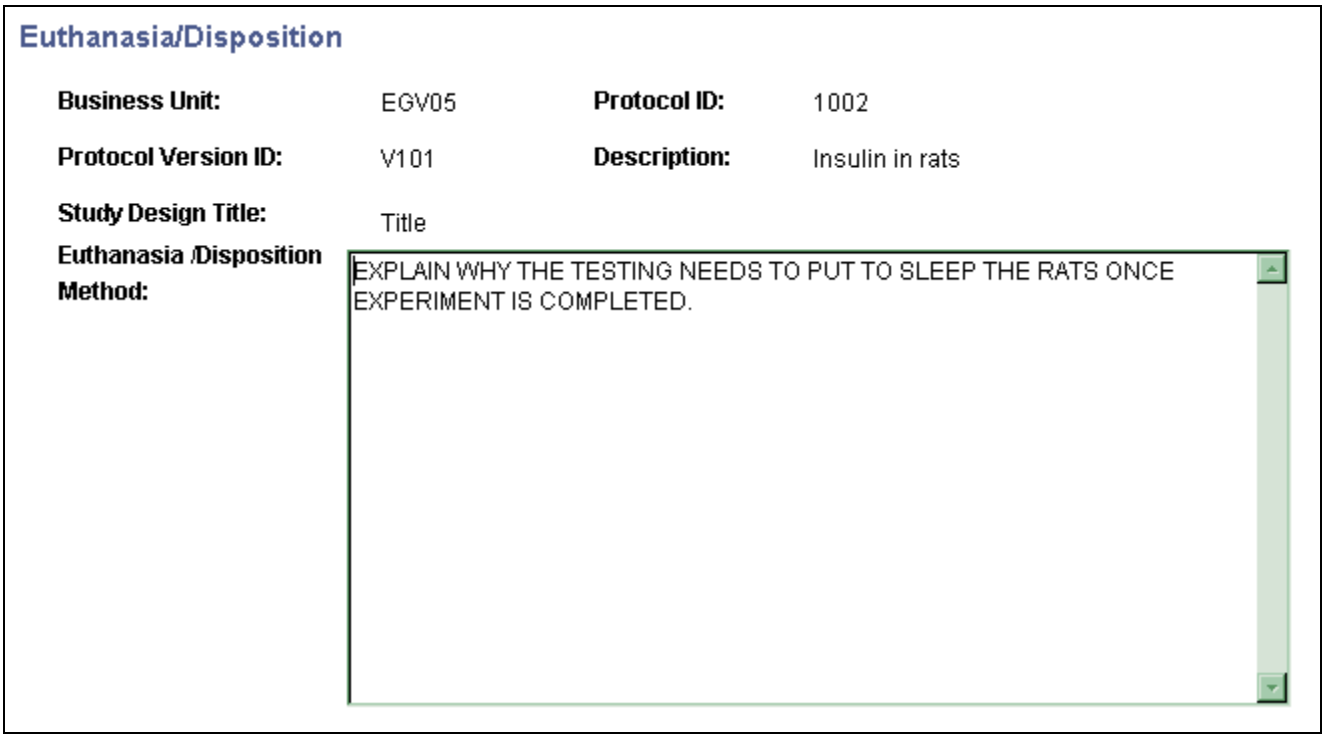
Details

Type	Select *IDE (investigational device exemption)* or *IND (investigational new drug).*
Decision	Select *Approved, Pending,* or *Unapproved.*
FDA Decision Date	Enter the date on which the FDA approved or disapproved the decision.
Number	Enter the FDA decision number.
Submit Date	Enter the date on which the study plan was submitted for review.
Explanation	Describe the details of the FDA decision.

Entering Euthanasia and Disposition

Access the Euthanasia/Disposition page.

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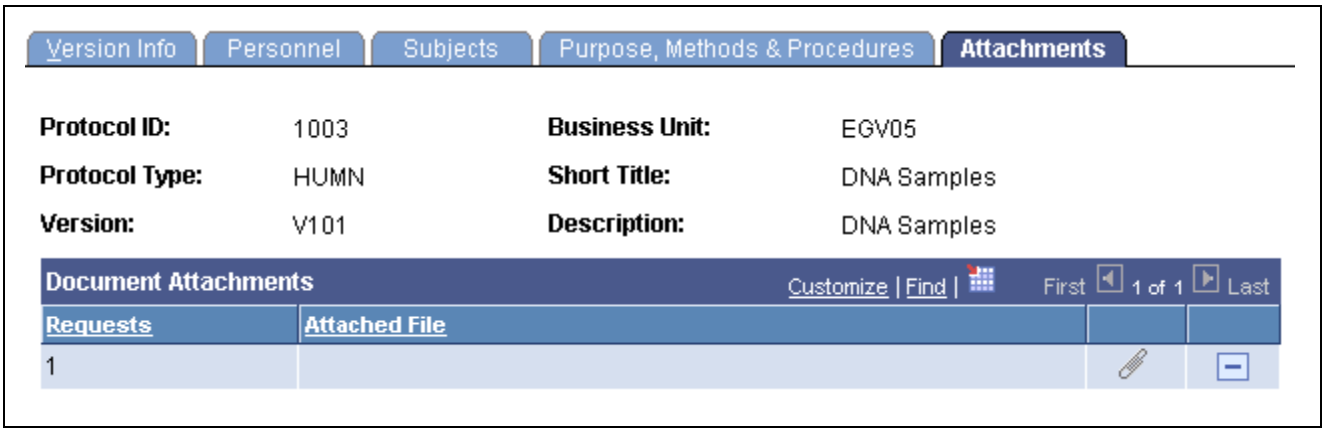


Euthanasia/Disposition page

Euthanasia/Disposition Method Enter an explanation of the euthanasia or disposition method.

Creating Attachments

Access the Attachments page.



Attachments page

Requests The system automatically generates the number of requests.

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Maintaining Committee Meetings and Dispositions

This section provides an overview of committee meeting and disposition maintenance and discusses how to:

- Review and record meeting agendas.
- Enter a protocol disposition.
- Record minutes
- Add attachments.
- View a protocol disposition.

Understanding Committee Meeting and Disposition Maintenance

Set up a meeting to review protocol. Set up a full meeting review to record votes on the protocol and to record minutes and add attachments. Then approve, deny, or return the disposition.

Overriding Protocol Dispositions by Using Permission Lists and the User Personalization Option

After a committee issues its disposition the system locks the disposition so that users cannot make any changes. PeopleSoft Grants delivers a user option called Override Protocol Disposition (GM_DIS_OR), which enables you to provide users with the ability to override a disposition. The system-delivered option is *N* (No).

To override protocol dispositions you must first enable the Override Protocol Disposition user option.

1. Select PeopleTools, Personalization, Personalization Options. Define Personalizations.
2. Select the Format tab.
3. Click Set Option Default Value for the GM_DIS_OR user option.

   The system displays the Set Option Default Value page.
4. Enter *Y* in the Option Default Value.
5. Click OK.
6. Click Save.

To change the personalization options for a permission list:

1. Select PeopleTools, Security, Permissions & Roles, Permission Lists.
2. Select the permission list that is associated with the user who you want to enable to override protocol dispositions.
3. Select the Personalizations tab.
4. Select Option Category Level *FIN* and Option Category Group *Portal Personalizations*.
5. Click Edit Options.

   The system displays the Personalization Permissions page.
6. Select Allow User Option for GM_DIS_OR user option.
7. Click OK.
8. Click Save.

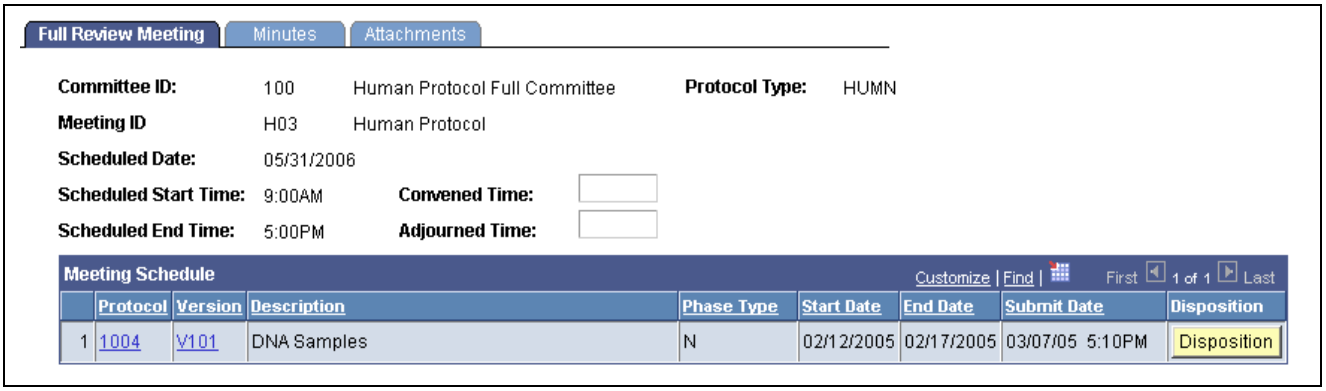
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Pages Used to Maintain Committee Meetings and Dispositions

Page Name	Object Name	Navigation	Usage
Full Review Meeting	GM_PCL_MEET	Grants, Protocols, Full Review Meeting	View meeting dates, times, and the 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 comments as 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 on to the Minutes page.
Protocol Disposition	GM_PCL_DISPOSITION	Grants, Protocols, Protocol Disposition	View the status of an exempt or expedited protocol.
Workflow Notification	GM_PCL_WF_RUN_CNTL	Grants, Protocols, Workflow Notification	Run the Protocol Batch Notification process.

Reviewing and Recording Meeting Agendas

Access the Full Review Meeting page.



Full Review Meeting page

Meeting Schedule

Protocol Click the Protocol link to see header-level protocol information.

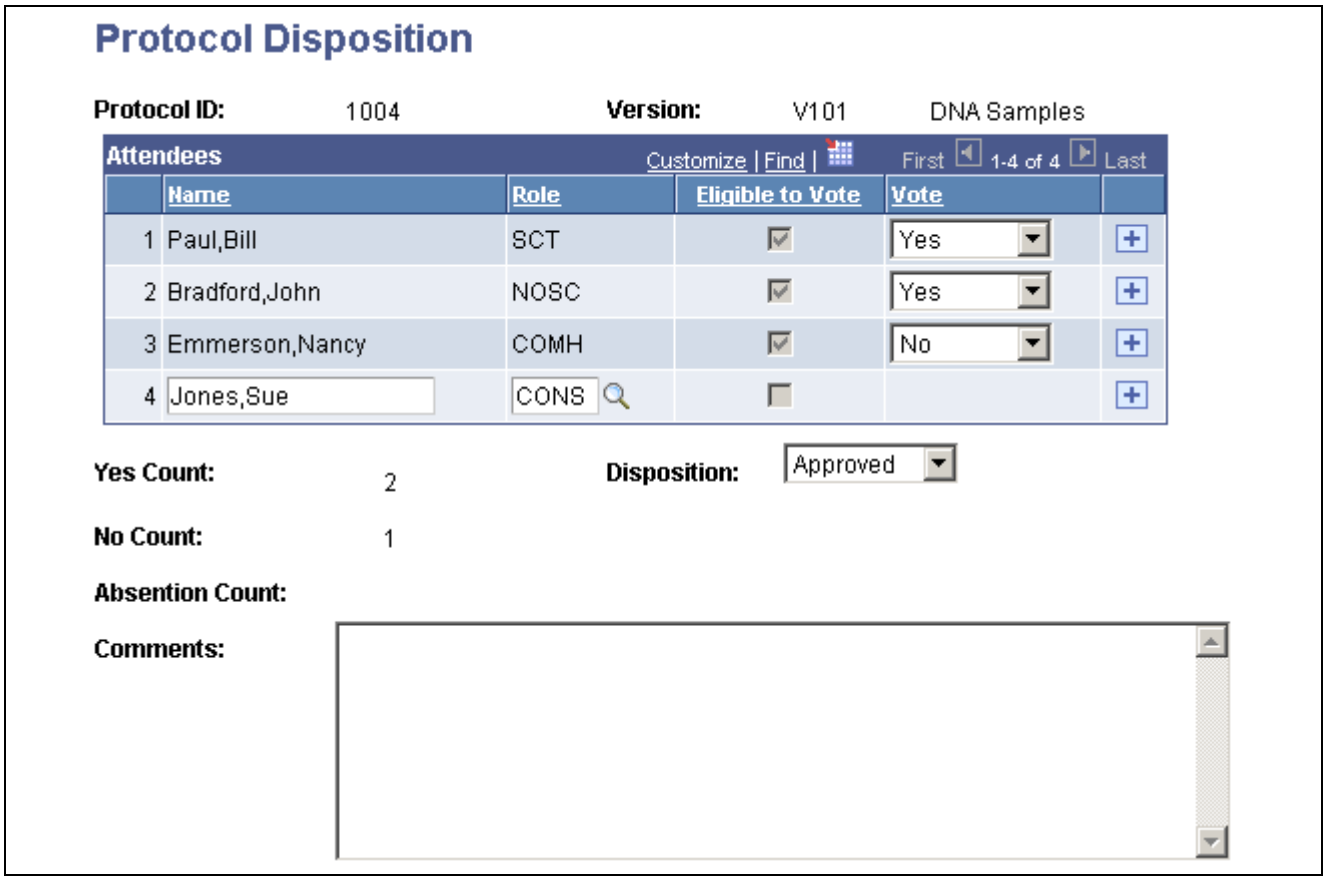
Version Click the Version link to see overall version information.

Disposition Click to access the Protocol Disposition page.

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Entering a Protocol Disposition

Access the Protocol Disposition page.



Protocol Disposition page

Attendees

Name Displays the names of individuals associated with this particular committee. You can add non-committee members as guests. The system automatically makes guests ineligible for voting.

Role Displays the role associated with the individual. You can select a role from available choices.

Eligible to Vote Displays the voting eligibility of committee attendees.

Count Select *Yes, No,* or *Abstain* for each voting member. The vote count appears.

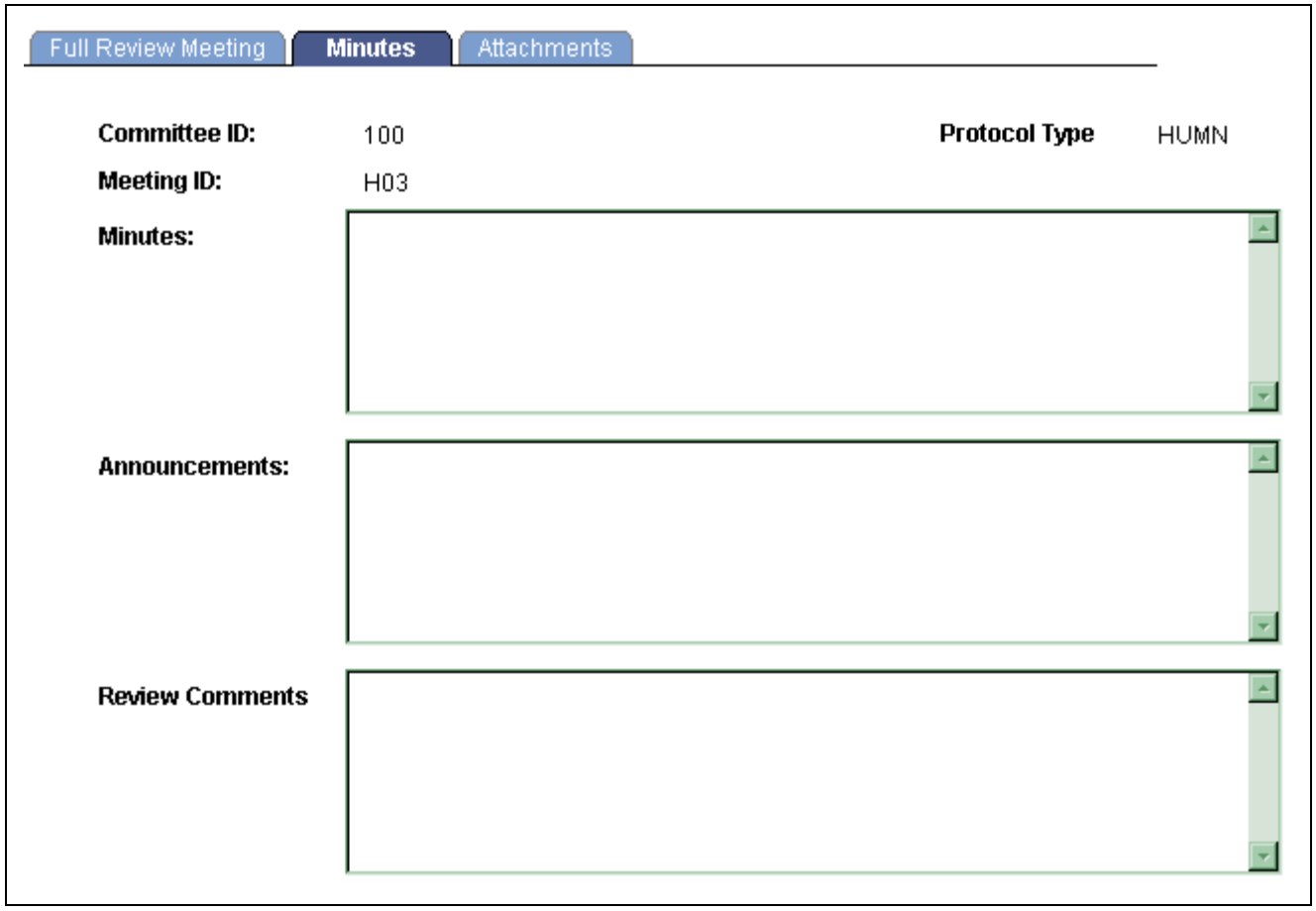
Disposition Select the appropriate value according to the vote count and the decision of the committee. If the Yes votes outnumber the No votes, then you can select *Approved.* If the No votes outnumber the Yes votes, then you can select *Denied.* You can select *Returned* for either vote outcome. The system prevents you from selecting *Approved* if the No votes outnumber the Yes votes and from selecting Denied if the Yes votes outnumber the No votes. The system triggers workflow when the committee issues the disposition. After the committee issues the disposition and saves the component the fields on this page become display-only.

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Comments Enter any comments here. Comments for returned dispositions carry forward to the Protocol header page.

Recording Minutes

Access the Minutes page.



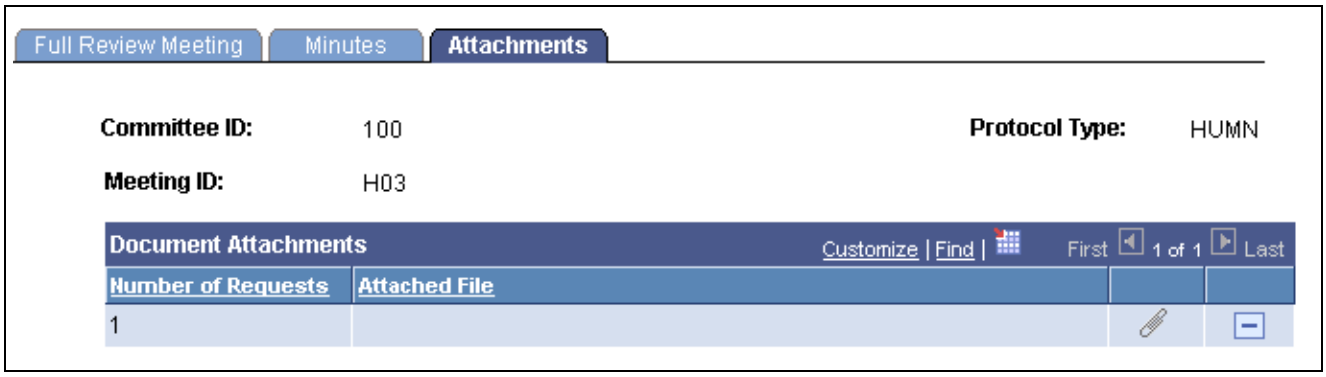
Minutes page

Use this page to enter minutes, announcements, and review comments from the meeting.

Adding Attachments

Access the Attachments page.

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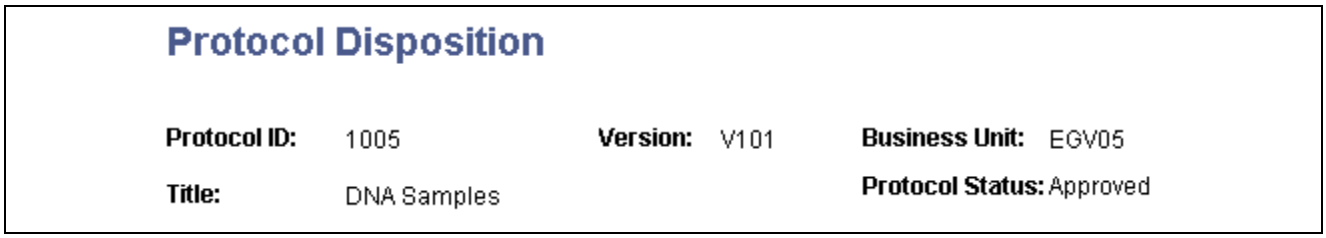


Attachments page

Use this page to attach meeting related notes and documents.

Viewing a Protocol Disposition

Access the Protocol Disposition page



Protocol Disposition page

View the status of the protocol disposition for protocols with a review type of Exempt or Expedited. The Protocol Disposition search page will not retrieve protocols having a full review meeting

Copying Protocols and Versions

This section provides overviews of how to copy a protocol and how to renew an approved protocol, and discusses how to:

- Copy a protocol.
- Copy a protocol version.

Understanding How to Copy a Protocol

Copy functionality enables you to have information automatically transferred to a new protocol or version, thereby avoiding duplicate manual entry. Choose from two options: 1) copy one protocol with its current version to a new protocol and version or 2) copy one version within a protocol to another version within that same protocol. The following table explains the rules by which you can copy values for protocol and version copying functionality:

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Fields	Copy Protocol From	Copy Protocol To	Copy Version From	Copy Version To
Version	All versions can be copied. Select the version from the search page.	Next system-generated version ID.	The most current version (highest ID number) is automatically supplied as the copy from version.	Next system-generated version ID.
Status	All can be copied.	Draft only.	Only Approved and Returned statuses can be copied.	Draft only.
Phase Type	All can be copied.	New only.	All can be copied.	Any phase type.
Start/End Dates		Copied as is.		Copied as is.
Next CR Date		Copied as is.		If the phase type is *CR,* the system will not copy the FROM version's CR date, but it will automatically increment to the next CR date.
Submitted on Date		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Review Type Selected		Will not be copied.		Will not be copied.
Disposition Date		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Committee ID		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Meeting ID		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Comments		Will be copied as is.		Will be copied as is.
Attachments		Will not be copied.		Will not be copied.

Understanding How to Renew an Approved Protocol

When a project is extended or you are approved for more funding you may need to renew an approved protocol. You do this by copying the approved protocol to a *Renewal* type version, making the necessary updates and resubmitting to the committee for evaluation. The protocol undergoes the regular protocol creation and submission process, however it is treated as a renewal. The system sends email notifications to designated individuals who then initiate the renewal process.

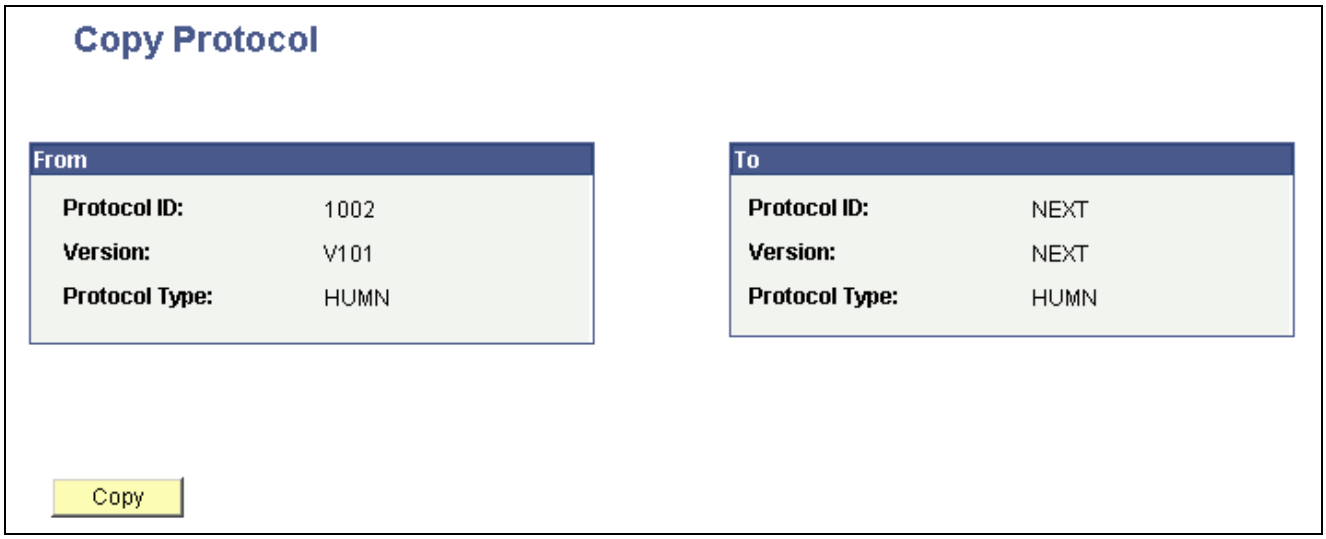
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Pages Used to Copy Protocols and Versions

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	• Grants, Protocols, Copy Protocol Version • Click the Copy Version button on the Maintain Protocol page.	Copy a protocol version.

Copying a Protocol

Access the Copy Protocol page.



Copy Protocol page

From

Protocol ID Displays the protocol ID that is selected on the search page.

Version Displays the version that is selected on the search page.

Protocol Type Displays the protocol type of the current open protocol.

To

Protocol ID Displays *NEXT* to indicate the system-generated new ID number.

Version Displays *NEXT* to indicate the system-generated new version number.

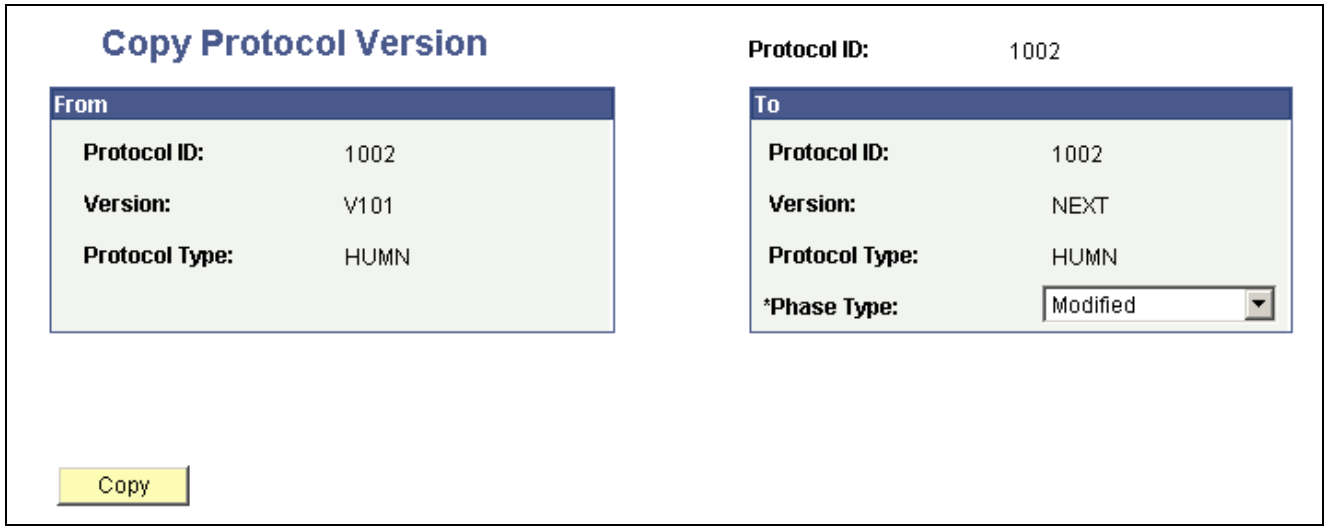
Protocol Type Displays the protocol type.

Note. Restrictions apply to copying a protocol version. A protocol is copied to a brand new protocol within the same protocol type. For example, animal to animal and human to human.

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Copying a Protocol Version

Access the Copy Protocol Version page.



Copy Protocol Version page

From

Protocol ID Displays the protocol ID that is selected on the search page.

Version Displays the version that is selected on the search page.

Protocol Type Displays the protocol type.

To

Protocol ID Displays the same protocol ID as the one that is selected on the Search page.

Version Displays *NEXT* to indicate the system-generated new version number.

Protocol Type Displays the protocol type.

Phase Type Select *Modified, Renewal,* or *Continuing Review.*

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CHAPTER 11

Administering Projects

This chapter provides an overview of project administration.

Understanding Project Administration

This section discusses:

- Project award requirements.
- Transaction flow control.
- Project analysis.
- Transaction review.
- Analysis inquiries.
- Project data deletion.

Project Award Requirements

A project in PeopleSoft Grants represents a portion of an award. Every award in PeopleSoft Grants requires a minimum of one project, and each project requires a minimum of one activity. Awards can have multiple projects, and projects can have multiple activities. To enter a transaction line into the transaction table (PROJ_RESOURCE), a project and activity must exist.

You may choose to control project budgets separately and, therefore, establish separate projects based on different principal investigators, departments, research phases, and locations. You can systematically create projects during award setup, or you can add projects manually through the Project component. You can also attach a project to an award and an award line from the Related Projects page in PeopleSoft Contracts.

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects"

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Working with PeopleSoft Project Costing"

Transaction Flow Control

Three basic ways are available to control the flow of data coming into PeopleSoft Project Costing:

1. Set a project or activity to *Inactive* status.

   In this case, the project and activity do not appear in the prompt lists of the PeopleSoft feeder systems.
2. Use status control options.

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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 PeopleSoft Commitment Control tolerance percentage.

   After you create a budget, you can establish a setting to trigger a commitment control exception that allows up to a specified percentage over the budget.

Instructions on controlling incoming transactions appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Working with Transactions," Controlling Incoming Transactions

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data"

PeopleSoft Enterprise Commitment Control 9.0 PeopleBook, "Setting Up Basic Commitment Control Options"

Project Analysis

PeopleSoft Project Costing provides several different ways to analyze project data. Before you can begin analyzing project data, you must create:

- At least one project.
- Project activities.
- Transactions that have been assigned resource IDs.

After you establish a project and enter data directly though interfaces with other PeopleSoft applications, you can use the pages in PeopleSoft Project Costing to:

- View a list of all project manager projects.
- Display real-time project information that is imported from the project summary tables.
- Display all resource transactions for a selected project.

The system automatically populates the lines and analysis types that appear in the Project Analysis pages. When you post lines in the Project Budget pages to PeopleSoft Project Costing, the system adds BUD (budget) lines to the Project Analysis pages. After you run the Integrate Enterprise Data processes, you can use the Project Analysis pages to make inquiries on the data that originated from PeopleSoft General Ledger, PeopleSoft Inventory, PeopleSoft Payables, PeopleSoft Purchasing, and PeopleSoft Time and Labor.

Instructions on analyzing project data appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Analyzing Projects"

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Transaction Review

PeopleSoft Project Costing provides a series of pages that enable you to review costs for a project and an activity based on different integration criteria. From these pages, you can navigate back to the related PeopleSoft application and view transactions in greater detail.

Instructions on reviewing project costs and transactions appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Analyzing Projects," Analyzing Projects Using Accumulated Costs

Analysis Inquiries

PeopleSoft Project Costing provides a series of pages that you can use for online project analysis to view a financial or resource summary of a project, the projected costs to complete a project, under and over budget resources, and budget to actual variances.

Instructions on performing online project analysis appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Analyzing Projects," Analyzing Projects Using Analysis Inquiries

Project Data Deletion

The Projects Delete Utility page provides a means of deleting projects, activities, and resources that you created by mistake. The system purges transactions from the Project Resource table (PROJ_RESOURCE) without purging the corresponding projects-related data from the feeder system applications (for example, PeopleSoft Payables).

Instructions on deleting projects appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Creating and Maintaining Projects," Deleting Project Data

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CHAPTER 12

Billing for PeopleSoft Grants

This chapter provides overviews of the billing process as it relates to PeopleSoft Grants.

Understanding the Billing Process

This section discusses:

- System preparation.
- Process overview.
- The contracts/billing interface process.
- Review pending transactions.
- The billing interface process.
- Billing worksheet approval.
- Billing worksheet deletion.
- Bill review.
- The finalization process.
- The projects/contracts interface process.
- Updates in PeopleSoft Contracts.
- Correcting PeopleSoft Grants invoices.
- PeopleSoft Grants billing formats.
- Bill by identifiers.
- Deferred revenue accounting.
- PeopleSoft Grants advances (contract prepayments).
- Scheduled billing.
- Billing plan events.
- Over-the-limit processing.
- Letter of credit processing.
- Letter of credit summaries.

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System Preparation

PeopleSoft Grants integrates with PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft General Ledger to enable bill processing for cash and letter of credit awards. Before you can perform the activities that are associated with award expenditures, you need to set up the billing control tables that are used by the various applications.

PeopleSoft applications rely on tables to store not only business transactions, but also the structure and processing rules that drive the system. Before you can run the processes to generate invoices, you need to establish the structure that tells the system how you want those processes to work.

Before you run the billing processes or manage billing for your awards, you must prepare your PeopleSoft system accordingly.

Make sure that you complete these steps before you initiate the billing processes:

Step	Navigation
Set installation options for PeopleSoft Billing.	Set Up Financials/Supply Chain, Install, Installation Options, Billing GL/AR Options
Define a PeopleSoft Billing business unit.	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1
Define a distribution code for unbilled accounts receivable.	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code
Define Bill By IDs for Letter of Credit (LOC) and Cash (GM_CASH) transactions. **Note.** We deliver the LOC and GM_CASH bill by IDs as system data. You do need to set up anything. PeopleSoft Grants bills have specific bill header information that is needed for PeopleSoft Grants invoice formatting.	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill by Identifier
Define PeopleSoft Grants invoice format options. **Note.** PeopleSoft Grants delivers specific invoice formats as system data. They are GM_GEN, GM_LOC, GM_270, and GM_103X. GM_GEN is a generic billing format.	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options
Define letter of credit information for the sponsor.	Grants, Sponsors, General Information, Details
Define sponsor billing information.	Grants, Sponsors, General Information, Bill To Options
Generate your award.	Grants, Proposals, Generate Award
Change the status on the award/contract to *Active*.	Customer Contracts, Create and Amend, General Information, General

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Step	Navigation
Change the status on the billing plan to *Active*.	Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link.
Create billable rows in PeopleSoft Project Costing (you can use either of the following methods): • Populate the Project Resource table (PROJ_ RESOURCE) through the Project Integration process. • Add transactions directly into PeopleSoft Project Costing.	Project Costing, Cost Collection Then select the feeder system from which you want to retrieve information. OR Project Costing, Transaction Definitions, Add Transactions

Process Overview

For rate-based billing in PeopleSoft Grants, the Contracts/Billing Interface process (CA_BI_INTFC) selects resource rows from PeopleSoft Project Costing. The system also selects contract lines in PeopleSoft Contracts with *Ready* bill plans to create bill lines in the billing interface (INTFC_BI and its related tables). When the Contracts/Billing Interface process stages billing data in these tables, the billing interface processes the data to create bills.

The billing interface can create two types of bills:

- Temporary bills

  These bills are routed to the billing worksheet, where the billing administrator can review and, for rate-based bills, amend them as needed before real bills are created. You cannot amend fixed-amount bills in the billing worksheet.

- Real bills

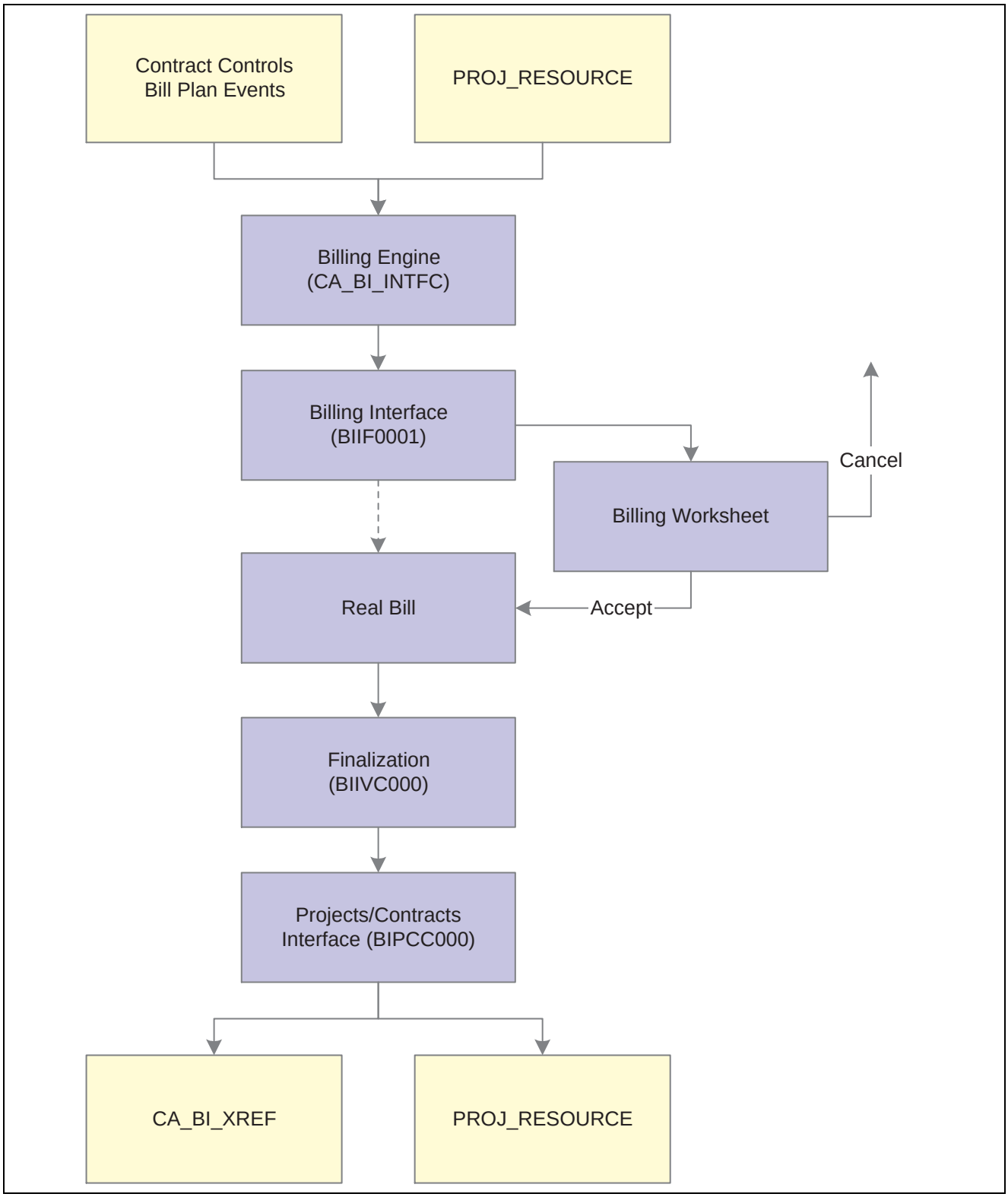
  These bills become invoices that are sent to the customer. You select the option to create temporary or real bills for individual billing plans on the Billing Plan - Billing Plan General page in PeopleSoft Contracts.

You can use the billing worksheet to cancel temporary bills. When you cancel a temporary bill from within the billing worksheet, the system updates PeopleSoft Project Costing and PeopleSoft Contracts accordingly.

After you review a temporary bill on the billing worksheet, you can create a real bill. The system creates a real bill after a user approves it and saves the worksheet. When the bill is finalized, the system updates the Project Resource table (PROJ_RESOURCE) and the Contracts/Billing Interface Xref table (CA_BP_XREF).

This flow chart illustrates the Billing Interface process (BIIF0001):

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Billing Interface process

Updates in PeopleSoft Project Costing and PeopleSoft Contracts are made throughout the billing cycle for rate-based and fixed-fee billing plans.

See Chapter 13, "Understanding Integrating PeopleSoft Grants with Other Applications," page 383.

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See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Setting Up Billing Plans"

The Contracts/Billing Interface Process

Run the Contracts/Billing Interface process in PeopleSoft Contracts to send billing activity in PeopleSoft Project Costing to PeopleSoft Billing. The contracts that you set up control the billing activity that the system selects from PeopleSoft Project Costing.

Instructions on running the Contracts/Billing Interface process appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Processing Contracts Billing"

Review Pending Transactions

The Contracts/Billing Interface process populates the Billing Interface table with the billable lines that it finds in the Project Resource table in PeopleSoft Project Costing. The Billing Interface table is a staging table that holds the data until you run the Billing Interface process (BIIF0001) from PeopleSoft Billing.

To verify that the Contracts/Billing interface process imported the billing lines, access the Review Pending Transactions pages in PeopleSoft Billing (select Billing, Interface Transactions, Review Pending Transactions, PS_INTFC_BI).

If you detect a problem with the billing lines, navigate to the Update Pending Transactions pages (select Billing, Interface Transactions, Update Pending Transactions, PS_INTFC_BI) and correct them prior to running the Billing Interface process

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Processing Billing Interface Activity"

The Billing Interface Process

Run the Billing Interface process in PeopleSoft Billing to create the temporary bills that you can work on in the billing worksheet. The billing worksheet is a temporary work area in which you can review and adjust billing lines that came through the Billing Interface process before you create actual bills.

After making adjustments, use the Billing Worksheet component to approve or delete temporary bills.

Instructions on running the Billing Interface process appear in the *PeopleSoft Enterprise Billing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Processing Billing Interface Activity"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Correcting Billing Interface Process Errors"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

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Billing Worksheet Approval

When you accept a bill in the billing worksheet, the system creates a real bill with a real invoice number and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

Instructions on approving billing worksheets appear in the *PeopleSoft Enterprise Billing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Using the Billing Worksheet Component

Billing Worksheet Deletion

When you delete a billing worksheet, the system:

- Resets the billing distribution status option in PeopleSoft Project Costing for all of the lines that originate in the PeopleSoft Project Costing system with a line type other than *UTL,* enabling you to send each line to PeopleSoft Billing again at a later time.
- Updates the Contracts Prepaid table for any lines that originate from the PeopleSoft Project Costing system with a line type of *UTL.*

  The system resets the committed amount on the Contracts Prepaid table to reflect the deleted amount of a utilization bill line and the utilization amount that is available for future billing activities.
- Sets the billing plan event status to *Recycled,* marks the billing plan line in the Cross-Reference table as *Cancelled,* and updates the Billing Cross Reference History status to *Deleted* for all of the cancelled billing plan lines.

  The PeopleSoft Billing bill by functionality enables you to bill two items on separate invoices from the same billing plan—for example, if the items were associated with different projects. Therefore, the system cannot determine whether a cancelled billing worksheet contains all of the bill lines that are associated with a particular event. To help the Contracts Billing Engine process determine which billable items need re-billing when you cancel a worksheet, the system sets the billing plan event status to *Recycled* and marks the billing plan line in the Cross-Reference table as *Cancelled.*

  To re-bill lines that are associated with a cancelled billing worksheet, the Contracts Billing Engine process selects all of the recycled events that have a corresponding canceled cross-reference row, and verifies that the canceled cross-reference row is the most recent row that was inserted into the Cross-Reference table for the corresponding bill line and event combination.

Instructions on deleting billing worksheets appear in the *PeopleSoft Enterprise Billing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Using the Billing Worksheet Component

Bill Review

After you approve the billing worksheet lines, you can use the Manage Contract/Project Bills link on the Worksheet Search page to review the bills that originated in PeopleSoft Contracts and PeopleSoft Project Costing. You can then use the associated links to generate invoices or continue working with the newly created bill lines.

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See Also

PeopleSoft Enterprise Billing 9.0 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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Generating Invoices"

The Projects/Contracts Interface Process

After you run the Finalization process, run the Billing to Projects/Contracts Interface process (BIPCC000). This process updates PeopleSoft Contracts and PeopleSoft Project Costing with the finalized bill information from PeopleSoft Billing.

Instructions on running the Projects/Contracts Interface process appear in the *PeopleSoft Enterprise Billing 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Running the Billing to Project Costing/Contracts Interface Process (BIPCC000)

Updates in PeopleSoft Contracts

Rate-based bill rows are inserted into the cross-reference table upon bill finalization. This is because rate-based row amounts are subject to change throughout the billing process.

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Processing Contracts Billing"

Correcting PeopleSoft Grants Invoices

PeopleSoft Billing provides credit and re-bill functionality when you need to correct invoices containing erroneous grants or projects-related charges. To reflect the original billing activity, as well as the adjustment information, the system enables you to generate a corrected invoice.

Through the Billing Interface, you can import to PeopleSoft Billing any adjustment lines from PeopleSoft Project Costing and PeopleSoft Contracts. Subsequently, you can use the Billing Worksheet to review, approve, defer, or write-off bill lines that you import to PeopleSoft Billing that have not been pre-approved on the PeopleSoft Contracts bill plan.

From the Billing Worksheet, if you approve bill lines, you can select a specific re-bill invoice on which to append the bill lines, or create a new bill for the adjusted bill lines.

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Using this correction functionality, you can keep an audit trail of the adjustment activities. The credit bill reverses the charges on the original invoice. You can also create a journal entry in PeopleSoft General Ledger to reverse the erroneous expense, and send the entry to PeopleSoft Project Costing as a bill line. Run the Contracts to Billing Interface process (CA_BI_INTFC) to import the adjustment transaction bill line (as a BIL type row from PeopleSoft Project Costing) through the Billing Interface to PeopleSoft Billing.

After you finalize the credit and re-bill invoices, you can run the Billing to Projects/Contracts Interface process (BIPCC000) to update the Project Resource table (PROJ_RES_TMP_BI) with the new adjustment invoice activity. PeopleSoft Billing creates billing adjustment line types (BAJ) to represent the credit and re-bill invoices.

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Correcting Billing Interface Process Errors"

PeopleSoft Grants Billing Formats

PeopleSoft Grants supports three basic billing formats and a report format:

Billing Format	Description
GM_103X	Standard form SF-1034 (federal contracts). Standard form SF-1035 (federal contracts).
GM_270	Standard form SF-270 (federal grants).
GM_GEN	Generic letterhead invoice form (for sponsors who do not use a specific billing format).
GM_LOC	PeopleSoft Grants Letter of Credit Draw report.

Use the Invoice Form field on the Bill Header page in PeopleSoft Billing to indicate the billing format that you want to use. The billing form option enables you to summarize bill lines with varying degrees of detail when you initiate the print process based on the invoice form. The process analyzes the form ID on each bill header and applies the summarization rule to the invoice form. The Bill Generation process assigns a unique invoice ID and a sequence number to each invoice that it produces. Summarization rules are based on account trees.

Note. The SF-270 format does not utilize tree-based account summarization when it is generated.

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Entering Bills Online"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Structuring Bills"

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

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Bill by Identifiers

PeopleSoft Billing uses the bill by ID to define how to group billing activity to create individual bills when data is sent through the billing interface. A bill by ID that you define may appear as the default value at the customer, bill source, bill type, and business unit levels. The PeopleSoft Grants award generation process gets this value from the Sponsor - Bill To Options page.

The following table lists the bill by IDs that are delivered with PeopleSoft Grants.

Bill By ID	Description
GM_LOC	PeopleSoft Grants letter of credit draws.
GM_CASH	PeopleSoft Grants bill cash awards.

Note. Usually, ship-to information is not provided on PeopleSoft Grants bills, so you do not need to add this information to the Bill By Identifier page in the billing setup for the GM_CASH and GM_LOC bill by IDs. If you decide to add SHIP_TO_CUST_ID and SHIP_TO_ADDR_NUM as PeopleSoft Grants bill by fields, be aware that it could cause performance and platform issues and is not the direct result of the PeopleSoft Grants application.

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Structuring Bills," Setting Up Bill-By Identifiers for External Sources

Deferred Revenue Accounting

You may want to create and send invoices for products or services that you will deliver in the future or over a period of time. You can use deferred revenue accounting to generate accounting entries that defer revenue recognition based on a revenue recognition date and method of your choosing.

You can establish date range deferred revenue calculation method defaults at the system, business unit, or bill type level, according to your business needs. PeopleSoft Billing supports five calculation methods for creating accounting entries for deferred revenue of transactions when the recognition basis is on a date range:

- Spread by days within range.
- Spread evenly across all periods.
- Spread evenly using a mid-period rule.
- Spread partial periods by days with remainder spread evenly.
- User-defined proration.

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Processing Deferred Revenue Accounting Entries"

PeopleSoft Grants Advances (Contract Prepayments)

Sometimes, institutions may prepay for goods or services. This creates a prepaid balance that you can use in the future. Because PeopleSoft Grants uses the prepayment functionality in PeopleSoft Contracts, advances appear on PeopleSoft Grants bills with a description of *Advance.*

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PeopleSoft Contracts enables you to:

- Store the details of prepaid balances.
- Bill for direct-purchase prepaid balances.
- Process the utilization of prepaid balances.
- Monitor and control the depletion of prepaid balances over time.

When you establish a prepaid amount, you must assign it to a billing plan. You can either create a new billing plan for the prepaid amount or assign the prepaid amount to an existing billing plan that is associated with fixed-fee contract lines. The billing plan determines the timing and parameters of the initial prepaid billing.

In addition to linking the prepaid amount to a billing plan, you must determine the parameters against which the prepaid balance can be utilized. You can choose to use the prepaid balance against any of these activities:

- All billing activity for all (or some) rate-based contract lines that are contained in the contract.
- All billing activity for one rate-based contract line that is contained in the contract.
- All billing activity for a particular project or activity that is associated with a rate-based contract line that is contained in the contract.
- A portion of the billing activity that is based on resource type or resource category for any of the preceding.

When PeopleSoft Contracts sends rate-based billing activity to PeopleSoft Billing, PeopleSoft Contracts creates additional utilization rows and sends those to PeopleSoft Billing to net out billable amounts. As these rows are sent to PeopleSoft Billing, the prepaid committed amount is increased. After you run the Billing to Projects/Contracts Interface process to finalize billing, the prepaid remaining amount is decremented appropriately. In addition, the system sends the utilization rows back to PeopleSoft Project Costing for analysis and to adjust the balance sheet accounting. The utilization process continues until the prepaid balance equals zero.

Here is a high-level overview of the steps that are involved in setting up and processing advances:

Step	Navigation
Generate an award from PeopleSoft Grants.	Grants, Proposals, Generate Award
Enter the advance amount in the Prepaid pages in PeopleSoft Contracts.	Customer Contracts, Create and Amend, General Information, Prepaids
Define an initial billing plan in PeopleSoft Contracts.	Customer Contracts, Schedule and Process Billing, Define Billing Plan
Define any applicable utilization criteria in PeopleSoft Contracts.	Customer Contracts, Determine Price and Terms, Prepaid Utilization Rules
Set your Billing Plan in PeopleSoft Contracts for the initial prepaid amount to the *Ready* status.	Customer Contracts, Create and Amend, General Information, Billing Plans Then click the link under the Plan column heading.
Run the Contracts/Billing Interface process (CA_BI_INTFC) in PeopleSoft Contracts to pull transaction lines into PeopleSoft Contracts and initiate advance utilization processing.	Customer Contracts, Schedule and Process Billing Then select either Process As Incurred Billing, Process Recurring Billing, or Process Other Billing Methods.

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Step	Navigation
Run the Billing Interface process (BIIF0001) in PeopleSoft Billing.	Billing, Interface Transactions, Process Billing Interface
Approve the bill lines for the billing worksheet and create a real bill.	Billing, Manage Billing Worksheet, Update Billing Worksheet
Finalize the prepaid initial billing by running the Billing Finalization Process (BIIVC000).	Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices OR Billing, Generate Invoices, Consolidated, Finalize and Print Invoices
Update the Contracts Prepaid tables with the advance billing information by running the Billing to Projects/Contracts Interface process (BIPCC000) in PeopleSoft Billing.	Billing, Generate Invoices, Utilities, Update Contract/Projects Data
Run the Billing-to-Projects process (PC_BI_TO_PC) to update the PeopleSoft Project Costing tables with the billed and utilization information.	Project Costing, Revenue Collection, Retrieve Billing Items

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Establishing Prepaid Amounts"

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Processing Contracts Billing"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Processing Billing Interface Activity"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Generating Invoices"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Integrating with PeopleSoft Contracts and PeopleSoft Billing"

Scheduled Billing

A bill schedule is usually established when reimbursement from the sponsor is based on clinical trials or deliverables instead of specific actual expenses. The sponsor usually outlines the bill schedule in the award document. Instead of using feeder systems to add transactions to the Project Resource table (PROJ_RESOURCE), you use the Add Transactions page in PeopleSoft Project Costing to add scheduled bill lines directly to the Project Resource table.

Here are the steps to creating a bill schedule:

Step	Navigation
Define an analysis type to represent scheduled bill rows (for example, SCH).	Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types

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Step	Navigation
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
Create a rate set or rate plan for your schedule analysis type. **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.	Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Set AND Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Plan
Generate your award in PeopleSoft Grants.	Grants, Proposals, Generate Award
In PeopleSoft Contracts, make sure the contract is set to process scheduled bills: • 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 *Cost Reimbursable* billing method.	Customer Contracts, Create and Amend, General Information, Billing Plan AND Customer Contracts, Create and Amend, General Information, Billing Options
Enter the scheduled bill rows into the Add Transactions page and apply the transactions to the Project Resources table by clicking the Process Transactions button.	Project Costing, Transaction Definitions, Add Transactions
Run the Pricing Engine in PeopleSoft Project Costing.	Project Costing, Cost Collection Then select Expenses, General Ledger, Inventory, Order Management, Payables, Purchasing, Purchasing Adjustment, Time and Labor, or Services Procurement.

Instructions on using analysis types, creating rate sets and rate plans, adding transactions, and running the pricing engine appear in the *PeopleSoft Enterprise Project Costing 9.0 PeopleBook.* Instructions on associating rate sets and rate plans with contracts and setting billing options appear in the *PeopleSoft Enterprise Contracts 9.0 PeopleBook.*

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See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Setting Up PeopleSoft Project Costing Control Data," Understanding Transaction-Related Control Data

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Working with PeopleSoft Project Costing," Rate Setup

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Working with Transactions"

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Pricing Project Costs"

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Creating Contracts"

Billing Plan Events

To further manage and control the timing of billing for transactions that are associated with a contract line, you can define billing events in PeopleSoft Contracts. Billing events are points in time that you define that trigger billing. If you choose to use billing events, you will need to manage the status of those events before you run the billing application engine process. Two event types are available to choose from: Milestone or Date.

- Milestone

  You must first select the origin of the milestone (Contract or Project). The system will look to the application that you specify for the milestone and its status to mark the event as complete.

  If you choose to use this method for a PeopleSoft Grants contract, you must create and manage milestones on the Project Activity - Definition page. If you select the project activity to be a milestone activity, then you need to manage the status of that activity in PeopleSoft Project Costing.

  To ensure that all milestones are set to the correct status before billing occurs, run the Milestone Processing application engine (CA_MS_PRCS) before running the Billing application engine (CA_BI_INTFC) or the Revenue Recognition application engine processes (CA_LOAD_DEF, CA_LOAD_GL1, or PSA_ACCTGGL).

- Date

  Use the *Date* event type when you want billing for a specific amount to occur on a specific date. In this case you must enter the date that billing should occur and the percent or amount of the total amount for the lines that should be billed.

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Setting Up Billing Plans"

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Setting Up Milestones"

Over-the-Limit Processing

PeopleSoft Contracts provides Over-the-Limit (OLT) processing to prevent billing for more than the amount of an award (contract). In PeopleSoft Contracts, you can choose to set a maximum amount that may be billed for each contract line that is associated with a contract. This is referred to as a *limit.*

Here's some general information about how PeopleSoft Contracts handles Over-the-Limit processing:

- The Pricing application engine (PC_PRICING) calls limit processing to check the transactions against this limit.
- Any transactions exceeding the limit are marked OLT and are held back from further processing.

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- OLT rows are excluded from billing and revenue processing until you select the Limit Override check box on the Related Projects page in PeopleSoft Contracts.

  If you select the Limit Override check box, the system sends the rows to PeopleSoft Billing and books them to revenue. Future transactions are processed regardless of the previously specified limit.

- If you choose to withhold a portion of the billable amount as a retainage, the retainage may be applied against the over-the-limit item before it is sent to PeopleSoft Billing, depending on the specified installation option.

Splitting Over-the-Limit Transactions

PeopleSoft Contracts provides the option to split OLT transactions so that the portion of the bill that is under the limit amount can continue with billing and revenue processing. This option is especially useful for PeopleSoft Grants Letter of Credit billings as it enables you to optimize your cash flow and spend funds down to the penny.

The option to split OLT transactions is configured at the installation level on the Installation Options - Contracts page. To activate this option, select Split to Match Limit Exactly. When billing occurs, the system splits BIL rows into separate BIL and OLT lines. This enables you to reach limit amounts exactly with the BIL line.

The system then places the remaining contract line amount onto an OLT line. You can release all over-the-limit rows on a limit by selecting the Limit Override check box on the Related Projects page in PeopleSoft Contracts. Selecting this check box enables over-the-limit rows to be picked up for billing and booked to revenue the next time that you run the billing and revenue processes.

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Contracts Installation Options

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Processing Contracts Billing"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

Letter of Credit Processing

The LOC billing process calculates LOC draws based on LOC numbers and summarizes the information by document number.

PeopleSoft Billing can defer a charge. Upon approval of an LOC worksheet that contains deferred bill options, the portion of the line amount that is billed retains the BIL (billable amount) analysis type and is billed. The line that is deferred is given the DEF (deferred amount) analysis type and is written back to the Project Resource table. The deferred amount is then brought back into the PeopleSoft Billing system at a later date when you are running processes that populate the billing worksheet.

The PeopleSoft Contracts application engine process (CA_BI_INTFC) selects resource rows (for rate-based methods) from the Project Resource table for PeopleSoft Grants contracts and creates bill lines in the billing interface tables.

After the Billing Interface process stages the billing data in these tables, the billing interface processes the data to create bills.

PeopleSoft Billing ensures that for all awards that use LOC as the means for obtaining payment, the awarded LOC and LOC document number are carried into the bill header.

With LOC processing, you can:

- Establish funding limits.

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- Delete worksheet process instances.
- Defer, write off, or bill each line.
- Print pro formas before finalizing data.

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Using the Billing Worksheet Component

PeopleSoft Enterprise Billing 9.0 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 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Using the Billing Worksheet Component

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CHAPTER 13

Understanding Integrating PeopleSoft Grants with Other Applications

This chapter discusses integration process flows for PeopleSoft Grants.

Integration Process Flows for PeopleSoft Grants

This section discusses:

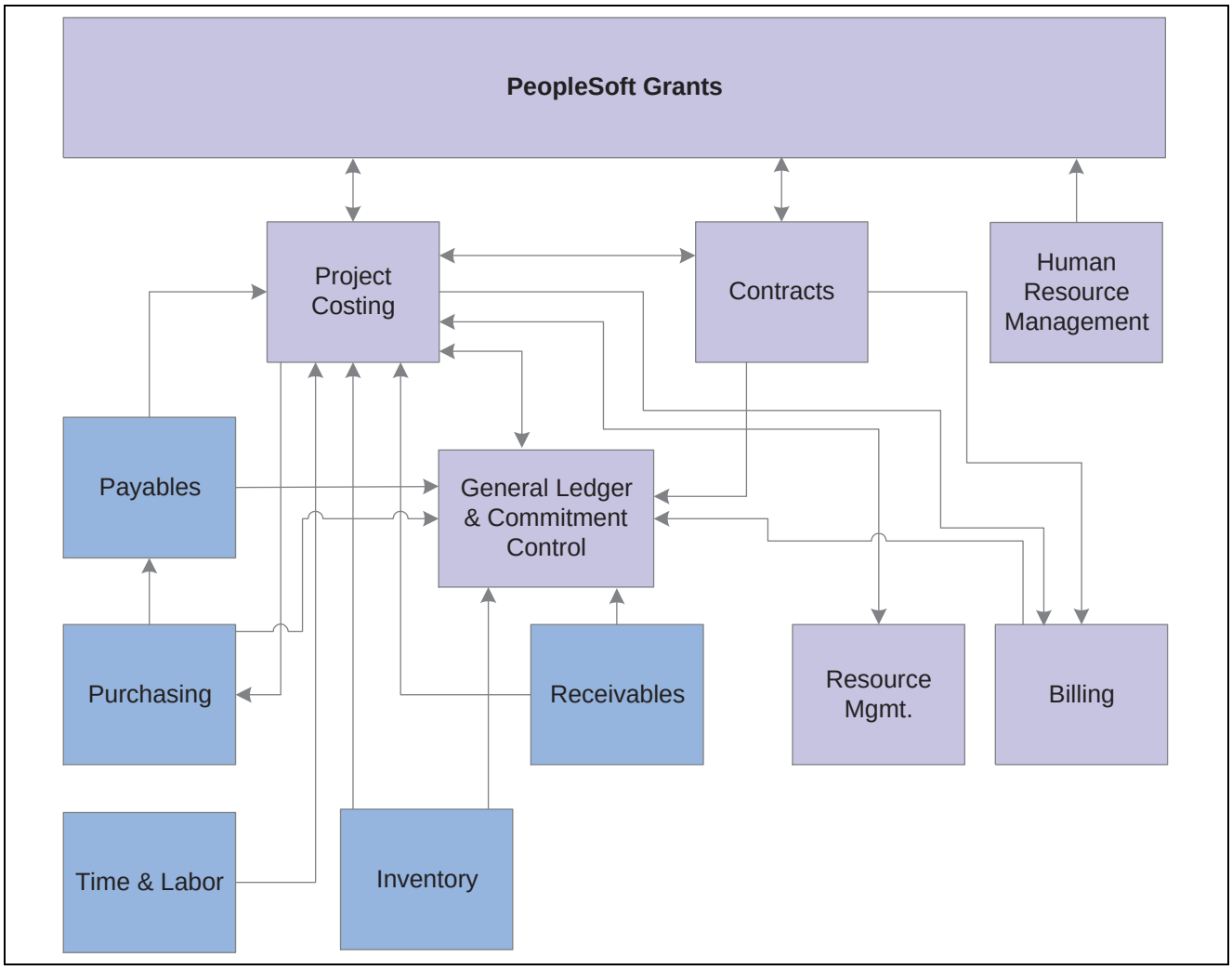
- Integration process map.
- PeopleSoft Contracts and PeopleSoft Project Costing.
- PeopleSoft Human Resource Management.
- PeopleSoft Time and Labor.
- PeopleSoft Billing.
- PeopleSoft General Ledger.
- PeopleSoft Receivables.
- The Procurement Process.
- PeopleSoft Purchasing.
- PeopleSoft Inventory.
- PeopleSoft Payables.
- Integration with third-party systems.

Integration Process Map

PeopleSoft Grants provides a full-featured grants-administration system that integrates with PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft Human Resources, PeopleSoft Time and Labor, PeopleSoft Billing, PeopleSoft General Ledger, PeopleSoft Receivables, PeopleSoft Purchasing, PeopleSoft Inventory, and PeopleSoft Payables. Additionally, you can integrate PeopleSoft Grants with third-party applications.

This diagram illustrates how PeopleSoft Grants interacts with other PeopleSoft Human Resources and PeopleSoft Financials applications:

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Grants integration with other PeopleSoft Enterprise applications

PeopleSoft Contracts and PeopleSoft Project Costing

Through the award generation process, PeopleSoft Grants writes award information to PeopleSoft Contracts and PeopleSoft Project Costing. For awards that do not have a proposal (blue bird awards), you must enter information directly into PeopleSoft Contracts and PeopleSoft Project Costing.

The system writes data to these PeopleSoft Contracts tables during the PeopleSoft Grants award generation process:

- CA_CONTR_HDR
- CA_BILL_PLAN
- CA_ACCTPLAN
- CA_DETAIL
- CA_DTL_DST_DATE
- CA_DETAIL_UAR
- CA_RATE
- CA_DETAIL_PROJ

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The system writes data to these PeopleSoft Project Costing tables during the PeopleSoft Grants award generation process:

- PROJECT
- PROJ_ACTIVITY
- PROJ_DOCUMENT
- PROJ_LOCATION
- PROJECT_MGR
- PROJECT_TEAM
- PC_BUD_PLAN
- PC_BUD_DETAIL

PeopleSoft Project Costing integrates with both PeopleSoft Billing and PeopleSoft Contracts, so any adjustments, discounts, released retainages, or limits that are created for project-related bills are inherited from corresponding bills and contracts.

PeopleSoft Grants uses the fundamental structure of PeopleSoft Project Costing to write general project information, project activity information, and budget information directly to PeopleSoft Project Costing.

Note. Any scanning, imaging, or attachments of electronic award notifications are institution specific. You can modify additional validation checks and required fields based on internal project approval requirements. You can also decide to build interfaces that populate or update project records and sponsor websites, electronic data interchange (EDI) transaction sets, and data warehouses.

See Also

Chapter 9, “Establishing Awards and Projects,” Establishing Project Activities, page 299

Chapter 9, “Establishing Awards and Projects,” Establishing Project Profiles, page 292

PeopleSoft Human Resources Management

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

On one end, a message is created and published; on the other end, the message is delivered to any number of subscribers. PeopleSoft Grants subscribes to the following application messages:

Action/Reason

These application messages synchronize changes to person data resulting from business activities such as promotions, transfers, terminations, salary increases, and leaves of absence as well as the reasons for taking the actions.

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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

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Person Accomplishments

These application messages synchronize a person's accomplishment information, such as accomplishments, majors, and date issued.

Message Name	Table
PERSON_ACCOMP_SYNC PERSON_ACCOMP_FULLSYNC	PS_ACCOMPLISHMENTS PS_ACCOMP_TBL_LANG PS_ACCOMPLISH_LANG

Person Competency

These application messages synchronize a person's competency information, such as college major and accomplishments.

Message Name	Tables
COMPETENCY_SYNC COMPETENCY_FULLSYNC	PS_MAJOR_TBL 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 PERSON_DISABILITY_FULLSYNC	PS_DISABILITY

Person Diversity

These application messages synchronize data relating to an employee's nationality and nationality-based work eligibility.

Message Name	Table
PERSON_DIVERSITY_SYNC PERSON_DIVERSITY_FULLSYNC	PS_DIVERSITY

Person Prior Work Experience

These application messages synchronize details of an employee's previous employers and jobs.

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Message Name	Table
PERSON_PRIOR_WORK_SYNC PERSON_PRIOR_WORK_FULLSYNC	PS_PRIORWORK_EXPER PS_PRIORWRK_EX_LNG.

Personal Data

These application messages synchronize an employee or applicant's basic information, such as name, address, and email address.

Message Name	Tables
PERSON_BASIC_SYNC PERSON_BASIC_FULLSYNC	PS_EMAIL_ADDRESSES PS_PERS_DATA_EFFDT PS_PERS_NID PS_PERSONAL_DATA PS_PERSONAL_PHONE PS_NAMES PS_PERSONL_DTA_LNG PS_PERS_DTAEFF_LNG

Position Data

These application messages synchronize position data, such as position status, status date, effective date, and reason code.

Message Name	Table
POSITION_SYNC POSITION_FULLSYNC	PS_POSITION_DATA PS_POSN_DATA_LANG

School Table

These application messages synchronize school code, description, state, and school type information with an external system.

Message Name	Table
SCHOOL_SYNC SCHOOL_FULLSYNC	PS_SCHOOL_TBL PS_SCHOOL_TBL_LANG

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State Table

These application messages synchronize state name, description, and abbreviation information.

Message Names	Table
STATE_SYNC STATE_FULLSYNC	PS_STATE_NAMES_TBL 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 WORKFORCE_FULLSNYC	PS_JOB PS_EMPLOYMENT PS_EMPLOYMENT_LNG

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Enterprise Integration Broker

PeopleSoft Time and Labor

The system brings labor costs into PeopleSoft Project Costing whenever a user needs estimates for billing. To do this the system uses tables, enterprise integration points, and other processes that are delivered with PeopleSoft Project Costing and PeopleSoft Time and Labor.

To enable data transfer from PeopleSoft Time and Labor to PeopleSoft Project Costing during a payroll period, PeopleSoft Time and Labor uses an estimation process that is linked with Payroll to summarize hours and labor expenses. These estimates are brought into PeopleSoft Project Costing as transactions with an analysis type of Time and Labor Accruals. To facilitate billing from estimates, the system creates Time and Labor for Billing rows (TLB) as part of the estimate process. The monetary amounts of these estimates are close to what the eventual pro rata amounts will be after the payroll close, but they are subject to change.

When setting up integration between PeopleSoft Project Costing and PeopleSoft Time and Labor, remember that you are working in two separate databases—PeopleSoft Financials and PeopleSoft HRMS. Therefore, information must be present in both databases before you can begin.

Six project prompt tables (along with the Project Team and Project Status tables) in PeopleSoft Time and Labor are populated by integration with PeopleSoft Project Costing.

Note. The prompt tables are synchronized between PeopleSoft Financials and PeopleSoft HRMS by means of application messaging. Refer to the enterprise integration documentation for more information.

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See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Integrating with Time and Labor," Populating Time and Labor Tables with PeopleSoft Project Costing Data

Enterprise PeopleTools PeopleBook: PeopleSoft Enterprise Integration Broker.

PeopleSoft Billing

The Contracts/Billing Interface application-engine process (CA_BI_INTFC) selects resource rows and creates bill lines in the Billing Interface tables (INTFC_BI and its related tables). After the Contracts/Billing Interface process has staged the billing data in these tables, the Billing Interface application engine process (BIIF0001) creates bills.

The Projects/Contracts Interface process (BIPCC000) moves data from Billing to Projects. It places all approved-billed rows in the Project Resource (PROJ_RESOURCE) table.

See Also

PeopleSoft Enterprise Contracts 9.0 PeopleBook, "Processing Contracts Billing"

PeopleSoft General Ledger

PeopleSoft Project Costing has a built-in integration with PeopleSoft General Ledger through the Journal Generator for both single-sided and double-sided transactions.

Single-Sided Transactions

Single-sided transactions refer to transaction rows that either have no accounting implications or have yet to be matched with a corresponding debit or credit entry before being posted to the general ledger.

You can enter single-sided transactions into PeopleSoft Project Costing using the Add Transactions page or through integrations with other PeopleSoft or third-party applications.

Accounting rules determine the journal lines that are created from project transactions for all single-sided transactions that are sent to the general ledger. The Accounting Rules Engine process (PSA_ACCTGGL) uses the accounting rules to create double-sided entries, which are placed in the Common Accounting Line table (CA_ACCTG_LN_PC).

Double-Sided Transactions

Accounting entry templates are not necessary for distributing double-sided transactions. To distribute double-sided transactions that you created on the Resource Adjustments page in PeopleSoft Project Costing, run the Journal Generator using the PC_ADJUST run control with the PCDEFN accounting entry definition that is specified. This distributes the transactions to the Journal Header table (JRNL_HEADER) and Journal Line table (JRNL_LINE) in PeopleSoft General Ledger.

Then, you can retrieve posted journals back to PeopleSoft Project Costing with the GL to PC Interface process (PC_GL_TO_PC).

PeopleSoft Commitment Control

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

- Create and maintain control budgets.

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- Check actual transactions (such as actual expenditures and revenues) against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.
- Check recognized revenue against revenue estimate budgets.

When you set up the control budgets, you associate them with a particular PeopleSoft General Ledger business unit and designate amounts for them. You also define which kinds of transactions you will check against the control budgets. After the budgets are established, you check all of these transactions against the budgets, passing or failing the transactions depending on the remaining available budget amount and the degree of budgetary control that you set up for the budgets.

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Integrating with PeopleSoft General Ledger"

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Integrating with Commitment Control"

PeopleSoft Receivables

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

The Receivables Adjustments process (PC_AR_TO_PC) moves data from PeopleSoft Receivables to PeopleSoft Project Costing. The entry type and system functions for revenue-related adjustments in PeopleSoft Receivables are identified, and only those rows are moved to the Project Resource table.

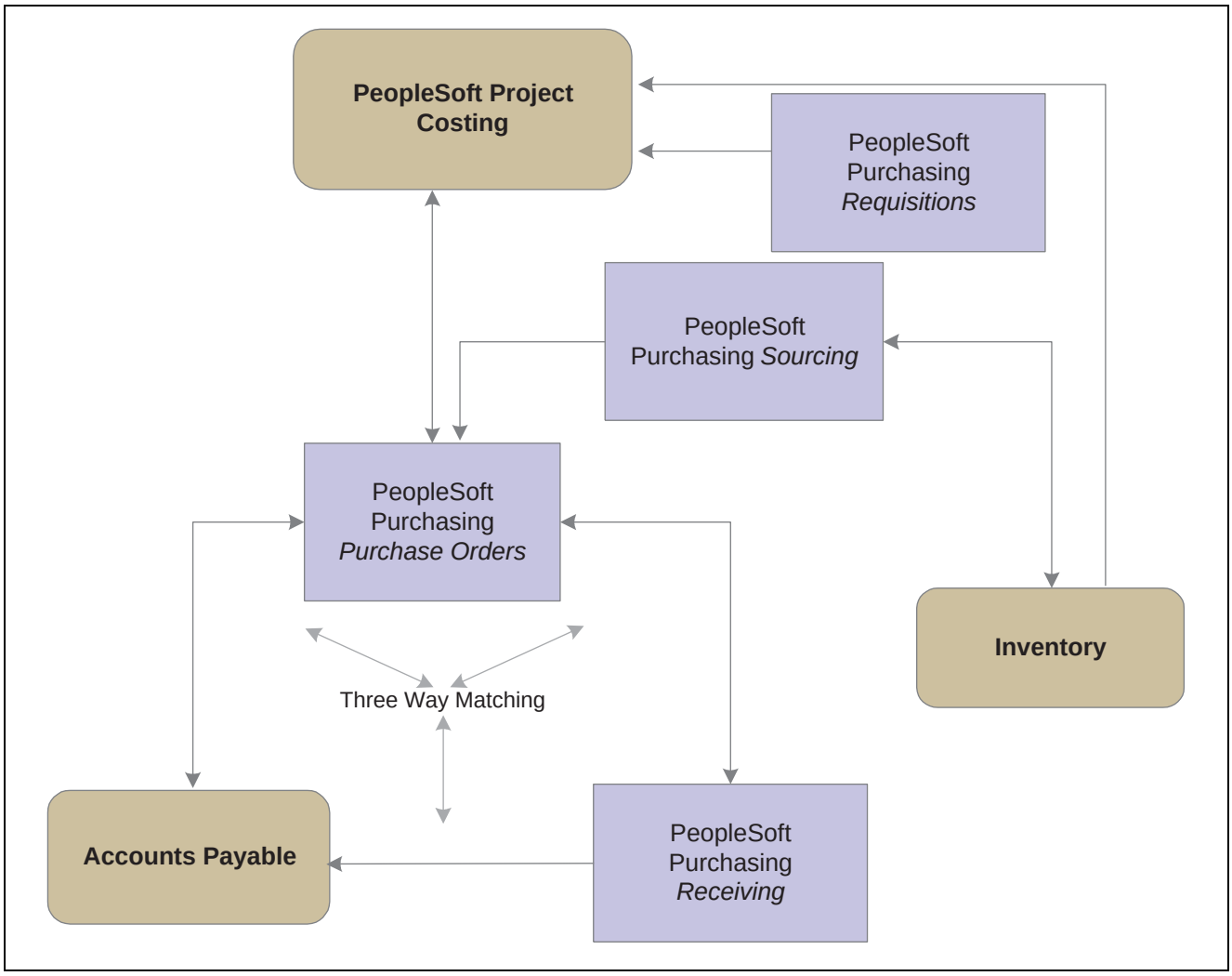
See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Integrating with PeopleSoft Receivables"

The Procurement Process

You can enter requisitions into PeopleSoft Purchasing, then pull them into PeopleSoft Project Costing for tracking purposes. This diagram illustrates how PeopleSoft Project Costing handles the procurement process when it is integrated with PeopleSoft Purchasing, PeopleSoft Payables, and PeopleSoft Inventory:

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The procurement process

PeopleSoft Purchasing

Data flows both ways between PeopleSoft Project Costing and PeopleSoft Purchasing. You can enter requisition lines directly into PeopleSoft Project Costing and then retrieve them through the Purchasing Requisition Loader and process them into requisitions in PeopleSoft Purchasing. Requisitions that are entered through another means in PeopleSoft Purchasing can be brought into PeopleSoft Project Costing as requisition lines. You can also pull transactions representing materials for which purchase orders have been created into PeopleSoft Project Costing as committed costs.

Use the Purchasing to Project Costing process (PC_PO_TO_PC) to pull requisitions or purchase orders into PeopleSoft Project Costing.

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Tracking Procurement Costs"

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PeopleSoft Inventory

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

If it cannot be fulfilled, the demand is sent back to PeopleSoft Purchasing, and a purchase order is generated or the demand is back-ordered. If the demand can be fulfilled, the requested items are assigned to the project ID that you identify on the demand. The fulfilled demand is then placed by means of inventory costing on the Invoice Accounting Distribution table (CM_ACCTG_LINE), where PeopleSoft Project Costing can pick it up and bring it in as a resource transaction with an analysis type of ACT (actual cost).

Use the Inventory Process Request page to pull fulfilled demands into PeopleSoft Project Costing from PeopleSoft Inventory.

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Tracking Procurement Costs," Integrating with PeopleSoft Inventory

PeopleSoft Payables

After you create a purchase order in PeopleSoft Purchasing, you can send it to PeopleSoft Payables. When you enter vouchers in PeopleSoft Payables for bills received, they go through a matching process. After the system matches a voucher, it is approved and posted to the AP Accounting Entries table (VCHR_ACCTG_LINE). Vouchers in this table that carry a PC distribution status of *N* can then be pulled into PeopleSoft Project Costing with a default analysis type of ACT.

Use the Process Request page to run the AP to PC Interface process (PC_AP_TO_PC) and pull approved vouchers into PeopleSoft Project Costing from PeopleSoft Payables.

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Tracking Procurement Costs," Integrating with PeopleSoft Payables

Integration with Third-Party Systems

PeopleSoft Project Costing integrates with third-party systems by pulling data elements from external systems into corresponding fields in PeopleSoft Project Costing. The only requirement is that you can export the information out of your third-party systems to a database table or a flat file, and then import the information into the PeopleSoft Project Costing interface tables.

See Also

PeopleSoft Enterprise Project Costing 9.0 PeopleBook , "Integrating with Third-Party Applications"

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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 PeopleSoft Grants.	Tells the system what ChartFields and ChartField values to use to calculate cost-sharing percentages.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 38.
Define the analysis types for cost-shared transactions that are coming from feeder systems into PeopleSoft Project Costing.	Tells the system what cost-sharing analysis type to use when a user enters a transaction from a feeder system that includes the designated cost-sharing ChartFields. We deliver 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.

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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 169.
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 237.
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 237.
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 247.
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 264.

Prepare an Award for Cost Sharing

Complete these steps to prepare an award for cost sharing:

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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 269.
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 306.
Post budget journals to PeopleSoft Commitment Control and finalize the budget.	Provides the system with the final budget numbers against which transactions are processed.	Grants, Awards, Project Budget, Budget Detail See Chapter 9, "Establishing Awards and Projects," Establishing Project Budgets, page 306.

Your award is now ready to receive transactions.

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APPENDIX B

Booking and Managing PeopleSoft Grants Revenue

This appendix provides a summary of how to book and manage PeopleSoft Grants revenue.

Booking and Managing Revenue

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

Before you can run the processes that create and book your revenue accounting entries to PeopleSoft General Ledger, make sure that the underlying revenue structures are in place.

Overall System Level

Because PeopleSoft Grants uses processes and features that are associated with other applications to recognize revenue, make sure that you perform these steps:

Step	Purpose	Navigation
Define unbilled AR (accounts receivable) and revenue account codes.	Tells the system where to store unbilled accounts receivable information.	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Pages Used to Establish Distribution Rules and Sets.

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Step	Purpose	Navigation
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 See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Up Interunit and Intraunit Processing.
Define IntraUnit templates.	Associates transaction codes with accounting entry types for which you provide ChartField values to complete partial Inter/IntraUnit entries. IntraUnit transactions occur within a single PeopleSoft General Ledger business unit and involve more than one value in a lower-level balancing ChartField.	Set Up Financials/Supply Chain, Common Definitions, Inter/IntraUnit, IntraUnit Template See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Up Interunit and Intraunit Processing.
Associate the Inter/IntraUnit templates with the PeopleSoft General Ledger business unit.	Tells the Inter/IntraUnit processor what IntraUnit templates to use to process transactions.	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Inter/IntraUnit See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Defining Your Operational Structure".
Define Journal Generator templates.	Converts the entries into a format that PeopleSoft General Ledger can understand.	General Ledger, Journals, Subsystem Journals, Journal Generator Template See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Making General Ledger Journal Entries".

The Inter/IntraUnit processor automatically creates balanced accounting entries when the entries are out of balance at the business unit level or at a lower level ChartField (like Fund or DeptID).

PeopleSoft Grants (Facilities and Administration)

To tell the system how to process F&A transactions, perform these steps:

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Step	Purpose	Navigation
Define F&A options	Sets the default values that the system uses when creating F&A entries, which are then sent to PeopleSoft General Ledger.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 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.

PeopleSoft Project Costing

To tell the system how to convert resource lines into accounting transactions, perform this step:

Step	Purpose	Navigation
Define accounting rules	Tells the system how to convert resource transactions in PeopleSoft Project Costing to accounting lines that are later converted into journal entries by the Journal Generator.	Set Up Financials/Supply Chain, Product Related, Project Costing, General Options, Accounting Rules See *PeopleSoft Enterprise Project Costing 9.0 PeopleBook* , "Setting Up Accounting for Projects," Defining Accounting Rules.

PeopleSoft Grants

To create the award substructures that are necessary for transaction processing, perform these steps:

Step	Purpose	Navigation
Prepare a proposal.	After you receive funding approval, the proposal provides information that the system uses in the award generation process to create the award substructures.	Grants, Proposals, Maintain Proposal See Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposals, page 169.
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 264.

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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 269.
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 292.
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 299.

PeopleSoft Contracts

To make the contract available for billing, revenue recognition, and application engine processing, perform these steps:

Step	Purpose	Navigation
Assign a billing plan to the contract line.	Controls when billing occurs.	Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link. See *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "Creating Contracts," Defining Contract Lines.

Application Engine Processes

To book revenue entries to PeopleSoft General Ledger, run these processes:

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Step	Purpose	Navigation
Run the PeopleSoft Grants F&A process.	Writes revenue accounting entries for sponsor F&A transactions to the CA_ACCTG_LN_PC table.	Grants, Awards, Process Facilities Admin See Chapter 9, "Establishing Awards and Projects," Processing F&A Costs, page 310.
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 *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "Processing Revenue Recognition".
Run the Journal Generator process.	Imports the accounting entries that were staged in the CA_ACCTG_LN_PC table into PeopleSoft General Ledger.	General Ledger, Journals, Subsystem Journals, Generate Journals See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "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 *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "Processing Revenue Recognition".

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APPENDIX C

Applying Transactions to PeopleSoft Grants

This appendix discusses how transactions are created and applied to PeopleSoft Grants awards.

How Transactions Are Created and Applied to PeopleSoft Grants Awards

You can create and apply transactions that are related to PeopleSoft Grants awards in two ways:

- By creating transactions in feeder systems and then using the Project Costing Integration process to price them and apply them to the award.
- By creating transactions directly in PeopleSoft Project Costing using the Add Transactions page.

These applications integrate with PeopleSoft Grants for the Project Costing Integration process:

- PeopleSoft General Ledger
- PeopleSoft Inventory
- PeopleSoft Payables
- PeopleSoft Purchasing
- PeopleSoft Expenses
- PeopleSoft Time and Labor

Typically, you would create transactions in one of the PeopleSoft feeder systems and then bring the transactions into PeopleSoft Grants through the Project Costing Integration process. The integration process calls the pricing engine, which in turn refers to the rate set to price the transactions and assign a target analysis type (usually BIL) to the incoming rows. These transaction rows are then stored in the Project Resource table (PROJ_RESOURCE) until they are processed through to PeopleSoft Billing and PeopleSoft General Ledger

Some examples of transactions that are created in feeder systems include:

- Requisitions from PeopleSoft Purchasing.
- Purchase orders that are created in PeopleSoft Purchasing and processed through PeopleSoft Payables.
- Vouchers that are created in PeopleSoft Payables.
- Time and expense information that is created in PeopleSoft Expenses.
- Journal entries from PeopleSoft General Ledger.
- Payroll entries from PeopleSoft Time and Labor.

After you process the transactions, you can view them by navigating to the Project Transactions page for your specific project and activity

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Example: Bringing Vouchers into PeopleSoft Grants

The system brings vouchers into PeopleSoft Project Costing as actual costs and assigns them an analysis type of ACT. This table lists the major steps in creating a voucher and applying it to PeopleSoft Project Costing:

Step	Navigation
Create a voucher in PeopleSoft Payables.	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information
Post the voucher.	Accounts Payable, Batch Processes, Vouchers, Voucher Posting, Voucher Posting Request
Run the Project Costing Integration Process (AP_PC_TO_PC) to bring the voucher into PeopleSoft Project Costing.	Project Costing, Cost Collection, Payables
Verify that the system applied the transaction to the PeopleSoft Grants project.	Project Costing, Project Definitions, General Information

To process transactions from other PeopleSoft feeder systems, refer to the appropriate PeopleBook.

Adding Transactions Directly to PeopleSoft Project Costing

To add a transaction directly to PeopleSoft Project Costing:

1. Access the Add Transactions page in PeopleSoft Project Costing.

   Select Project Costing, Transaction Definitions, Add Transactions.

2. Select an analysis type for each transaction that you enter.
3. Select or enter the details of the transaction (source type, category, quantity, unit of measure, and so on).
4. If you are adding a transaction in a currency that differs from the base currency of the business unit, enter the transaction amount in the Source Amount field and select the Source Currency that is used in the transaction.

   The system automatically converts the transaction amount to the business unit's base currency based on the default conversion rate type that is established for the user. Rate type defaults are set up in the General Options - User Preferences page. The converted amount is displayed in the Project Amount field on the Transaction Detail page.

5. Click Save to save the data in the Interface Project Resource staging table (INTFC_PROJ_RES).

   If PeopleSoft Commitment Control is active, click Save to Project Transactions to budget check the row before sending the rows to the Project Resource table. If PeopleSoft Commitment Control is not active, clicking Save to Project Transactions will still load the rows into the Project Resource table

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APPENDIX D

Delivered Workflows for PeopleSoft Grants

This appendix discusses delivered workflows for PeopleSoft Grants.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Workflow Technology

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise Receivables 9.0 PeopleBook, "Managing Credit, Collections, and Exceptions"

Delivered Workflows for PeopleSoft Grants

This section discusses PeopleSoft Grants workflows. The workflows are listed alphabetically by workflow name.

Milestone Due Notification

This section discusses the Milestone Due Notification workflow. The workflow sends reminder email notifications to a group of roles prior to the milestone due date.

Description

Event Description	The user sets up in the system the number of days that the role needs to be notified prior to the milestone due day.
Action Description	The system sends reminder email notifications to a group of roles that are listed in the Approval/Notification Process page prior to the milestone due date.
Notification Method	Email notification only.

Workflow Objects

Approval Rule Set	None
Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Activity for Milestone Notification: GM_MILE_NOTI_DUE1
Role	None

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Proposal Component Approval Process

This section discusses the Proposal Component Approval Process workflow. The workflow generates worklist and notification that requests the approval or review of a proposal.

Description

Event Description	The user submits, reviews, and approves a PeopleSoft Grants proposal either at the proposal/primary project component level or at the all projects component level. This triggers workitems and email notifications.
Action Description	When the proposal's status changes to the status that is listed in the Grant's Award Setup Definition page, an approval process will be triggered, sending workitem/email notification for multi-layered approval.
Notification Method	Email or worklist.

Workflow Objects

Approval Rule Set	None.
Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Two activities exist: GM_COMPONET_APPR and GM_COMP_STATUS_NOTI
Role	None.

Proposal Notification

This section discusses the Proposal Notification workflow. The workflow send informational email notifications to a group of roles when the proposal status changes.

Description

Event Description	An email notification is triggered when the proposal status changes.
Action Description	An email notification is generated to the roles that are listed in the Approval/Notification Setup page.
Notification Method	Email notification only.

Workflow Objects

Approval Rule Set	None.
Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Activity: GM_PROPOSAL_NOTI
Role	None.

Protocol Approval Process

This section discusses the Protocol Approval Process workflow.

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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 *Approved, Denied,* or *Returned* 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.

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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.

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APPENDIX E

PeopleSoft Grants Reports and Forms

This appendix provides an overview of PeopleSoft Grants reports and forms.

Note. For samples of these reports and forms, see the PDF files that are published on CD-ROM with the documentation.

PeopleSoft Grants Reports and Forms: A to Z

The tables in this appendix list the PeopleSoft Grants reports and forms.

This section discusses:

- Federal Grants.gov forms
- Other Federal forms
- Administrative reports
- Billing forms

See Also

Chapter 8, "Preparing and Submitting a Proposal," Printing Proposals, page 253

http://www.grants.gov/

http://www.nih.gov/grants/forms.htm

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Application Fundamentals Reports"

Federal Grants.gov Forms

Report ID and Report Name	Description	Navigation	Run Control Page
SF 424 R&R SF 424 R&R Family	Provides data for electronic proposal submission through Grants.gov.	Grants, Proposals, Submit Proposal	GM_WEB_SUBMIT

Other Federal Forms

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 398 Federal Form – PHS 398	Provides information for the Federal Grant Application.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

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Report ID and Report Name	Description	Navigation	Run Control Page
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

PeopleSoft 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.	• 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

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Report ID and Report Name	Description	Navigation	Run Control Page
SF-1035 Public Voucher for Purchases and Services Other Than Personal - Continuation	Provides a continuation sheet on SF-1034. It includes invoice header and expense line detail information that the expense account tree defines.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices	RUN_BI_PRNTIVC
SF-270 Request for Advance or Reimbursement	Provides an invoice summary page that includes invoice header information.	• 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.	• 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.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices	RUN_BI_PRNTIVC
BIGSALDL Salary Detail	Provides the salary detail that is associated with the invoices that the system creates.	Billing, Generate Invoices, Reports, Salary Detail	RUN_GM_SAL_DETL
GMLOC01 Letter of Credit	Provides details on document number and federal award number as well as funding, previously billed, unbilled, and allowable draw balances.	Billing, Manage Billing Worksheet, Letter of Credit Summary	BI_LOC_SUMMARY

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Glossary of PeopleSoft Enterprise 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 Enterprise Human Resources, PeopleSoft Enterprise Benefits

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Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Enterprise 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 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.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

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.

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 Enterprise 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 Enterprise 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

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	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 Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise 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 Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
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 Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
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 Enterprise 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."

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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 Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Enterprise 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 Enterprise product families and are supported by the Business Process Engineering group. 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 *detailed business process.*

business unit constraints In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.

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 Enterprise 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.

buy event In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction.For bidders, the sale of goods or services.

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.

cash drawer A repository for monies and payments taken locally.

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 Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

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catalog partner In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.

claimback In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

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 *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise 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 *copy* 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 *population* and *division*.

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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, PeopleTools maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Enterprise 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 *communication key.*

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 *comm keys* or *speed keys*) 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 Enterprise database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Enterprise 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 Enterprise. 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).

constraint A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.

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 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.

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

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	3C access groups so that you can assign data-entry or view-only privileges across functions. 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.
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 plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
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.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	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. See also *class.*
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.

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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 Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). 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.

direct receipt Items shipped from a warehouse or vendor to another warehouse.

direct ship Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).

directory information tree In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 *Enterprise Incentive Management ledger.* 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.

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elimination set In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft Enterprise 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 Enterprise 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 Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

event constraints In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

event propagation process In PeopleSoft Enterprise 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. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Enterprise 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 Enterprise 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.

financial sanctions For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

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.

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fund In PeopleSoft Enterprise 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 *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise 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.

GDS Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit.*

GL entry template Abbreviation for *general ledger entry template.* 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 *General Ledger Interface process.* 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.

global constraints In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.

group In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Enterprise 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 Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

ideal response In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

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, and user interaction objects.

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incentive rule In PeopleSoft Enterprise 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 Enterprise 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 *update access.*

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 Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft Enterprise 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 ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise 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 Enterprise 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.

itinerary In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

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.

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keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise 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 *key performance indicator.* 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.

KVI Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.

landlord In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise 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.

lease In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.

lease abstract In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.

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 *rates*) 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.

line In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

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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 *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise 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 Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft Enterprise 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 *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Enterprise 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 *3C engine.*

match group In PeopleSoft Enterprise 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 *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Enterprise 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.

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meta-SQL Meta-SQL constructs expand into platform-specific 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 Enterprise 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 Enterprise 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.

NDP Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.

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 *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

Optimization Engine A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.

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 Enterprise and non-PeopleSoft Enterprise 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 *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Enterprise 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 Enterprise 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.

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PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise 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 Enterprise applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

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.

phase A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

pickup quantity The product quantity that the customer is taking with them from the counter sales environment.

plan In PeopleSoft Enterprise 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 Enterprise 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

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	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also *division* and *cohort.*
portal registry	In PeopleSoft Enterprise 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.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	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	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 conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	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 Enterprise 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.

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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 Enterprise 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 appear with the product name and release number.

product adds The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).

product bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft 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 Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

product line The name of a PeopleSoft Enterprise 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 Enterprise 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 Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Enterprise 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.

proxy bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

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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 *record input value-added tax flag.* Within PeopleSoft Enterprise 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 Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname 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 Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.

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 Enterprise 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.

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REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reservations In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

RFI event In PeopleSoft Strategic Sourcing, a request for information.

RFx event In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

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.

saved bid In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

score In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* 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.

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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.

sell event In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

serial genealogy In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Enterprise 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 In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise 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.

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.

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 Enterprise 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.

short-term customer A customer not in the system who is entered during sales order entry using a template.

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single signon With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise 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 Enterprise 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.

sourcing objective For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

speed key See *communication key.*

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 Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Enterprise 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 Enterprise 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.

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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 *basis* 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 Enterprise 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 Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise 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.

task A deliverable item on the detailed sourcing plan.

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 Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

tenant In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

territory In PeopleSoft Enterprise 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 Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

tiered pricing Enables different portions of a schedule to be priced differently from one another.

time span A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

total cost In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

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travel group In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.

travel partner In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* 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 *Communications, Checklists, and Comments group.* 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.

trace usage In PeopleSoft Enterprise 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 Enterprise 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 *locked*) 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 Enterprise 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.

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	See also *inquiry access*.
user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise 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 Enterprise 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 *value-added tax exception.* 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 *value-added tax exempt.* 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 *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise 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 Enterprise 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 *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

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yield by operation In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* 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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