PeopleSoft FSCM 9.2: PeopleSoft Grants

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PeopleSoft FSCM 9.2: PeopleSoft Grants
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Contents

Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

• Application Fundamentals

• Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	*Description*
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.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (	).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific 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 region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- 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 the PeopleSoft Online Help:

- USF (U.S. Federal)

- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

• Using the PeopleSoft Online Help.

• Managing hosted Online Help.

• Managing locally installed PeopleSoft Online Help.

PeopleSoft FSCM Related Links

Oracle Help Center

Hosted Online Help

PeopleSoft Information Portal

My Oracle Support

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components " (Application Fundamentals) topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

PeopleSoft Spotlight Series

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Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you're using.

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Chapter 1

Getting Started with PeopleSoft Grants

PeopleSoft Grants Overview

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

With this application, you can:

- Manage the complete grant life cycle from proposal to award.

- Capture profile data about your institution, sponsors, professionals, and subrecipients for each proposal, project, budget, or award.

- Document and amend human and animal protocols.

- Submit timely, accurate, and complete proposals to sponsors, including electronic submission of federal grant applications.

- Manage both centralized and decentralized budgets.

PeopleSoft Grants Business Processes

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

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

- Proposal Preparation:

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

- Proposal Submission:

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

- Letter of Credit Processing:

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

- Payment Processing:

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

- Project Administration:

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

- Protocol Management:

    PeopleSoft Grants integrates an automated system that enables institutions to document and amend human and animal protocols for research.

- Award Administration:

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

- Award Negotiation:

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

- Budget Administration:

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

- Award Funding:

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

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

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

- Bill Creation:

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

- Financial Reporting:

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

- Project Analysis:

  After you establish a project and enter data directly 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.

You can find additional details about these business processes in the business process topics of this documentation.

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.

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

The following diagram illustrates how the proposal data maps to the award, the proposal project maps to the project/grant and the proposal budget maps to the award activities as data moves from the pre-award status to the post-award stage:
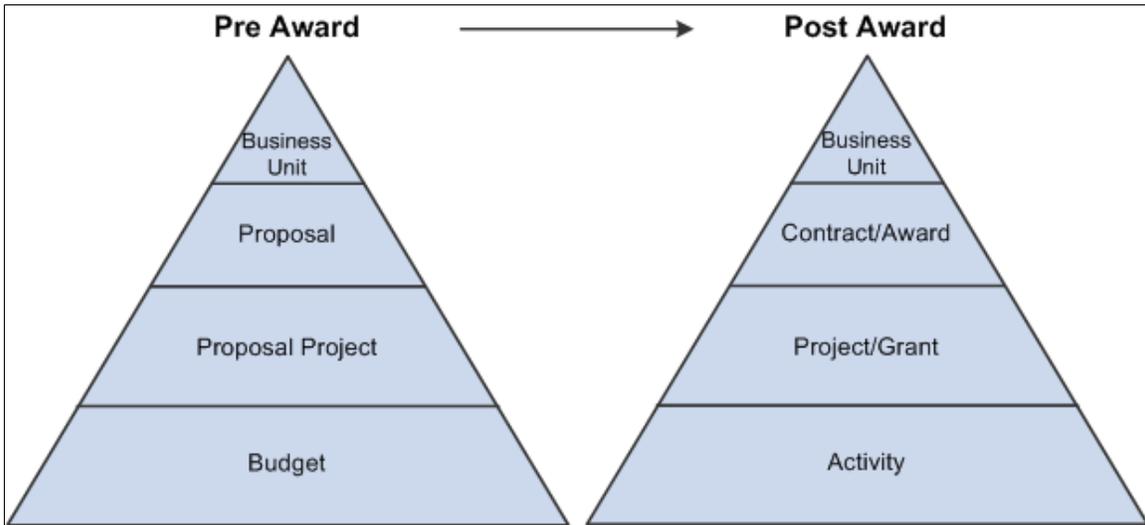
The following diagram illustrates the hierarchical structure of data in the post award stage, beginning at the highest level with the Grants business unit, then flowing downward to the contract/award, project/grant, activity and finally ending at the resource line – the lowest level of the hierarchy:
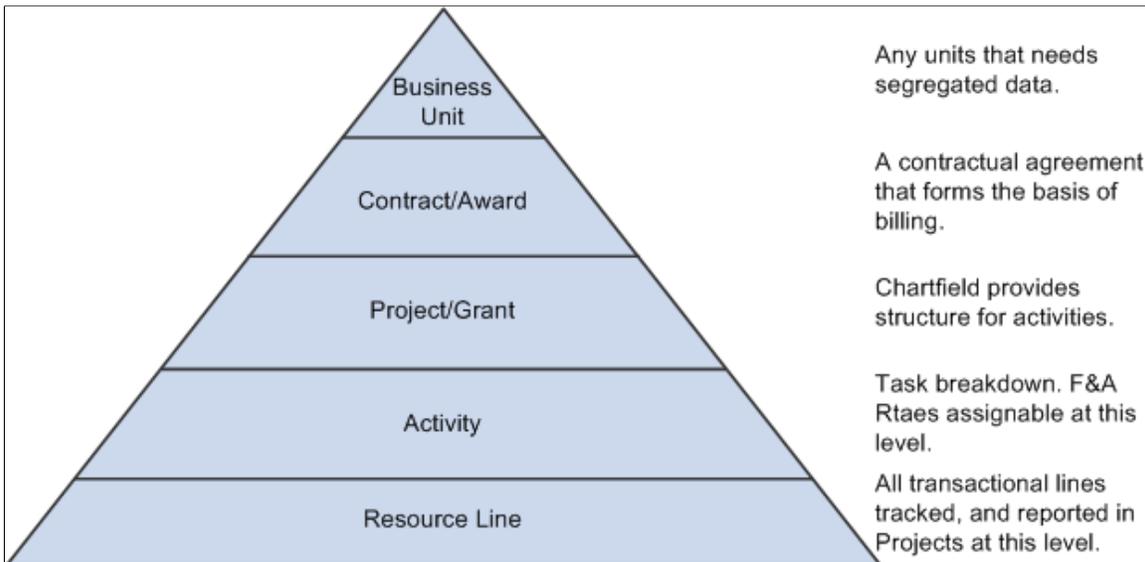
The following diagram illustrates the basic flow of Grants Workflow beginning with the proposal status notification through the proposal approval process. This diagram also includes the milestone due notification process:
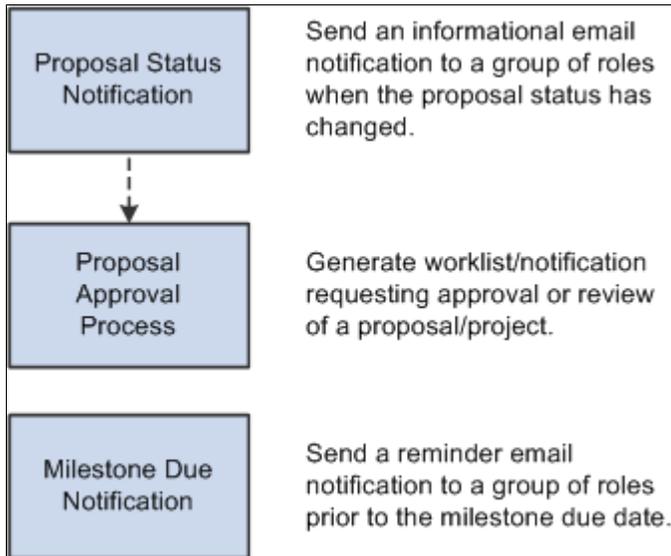
Workflow manages the approval process and provides communication between the different project roles (PI, SPO, administrator, stakeholder, and others) through all aspects of the proposal's life cycle. This is achieved by means of the creation of a workflow process using worklists and email notifications. 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.

Protocol Management functionality enables you to:

• Capture all required data fields for approval.

• Copy protocol and version.

• Create and submit renewals.

• Create My Protocol component.

PeopleSoft Grants Integrations

The following diagram illustrates the integration touch points between PeopleSoft Grants and PeopleSoft Project Costing, Contracts, Human Resource Management, Payables, General Ledger, Purchasing, Receivables, Resource Management, Billing, Time and Labor, and Inventory:
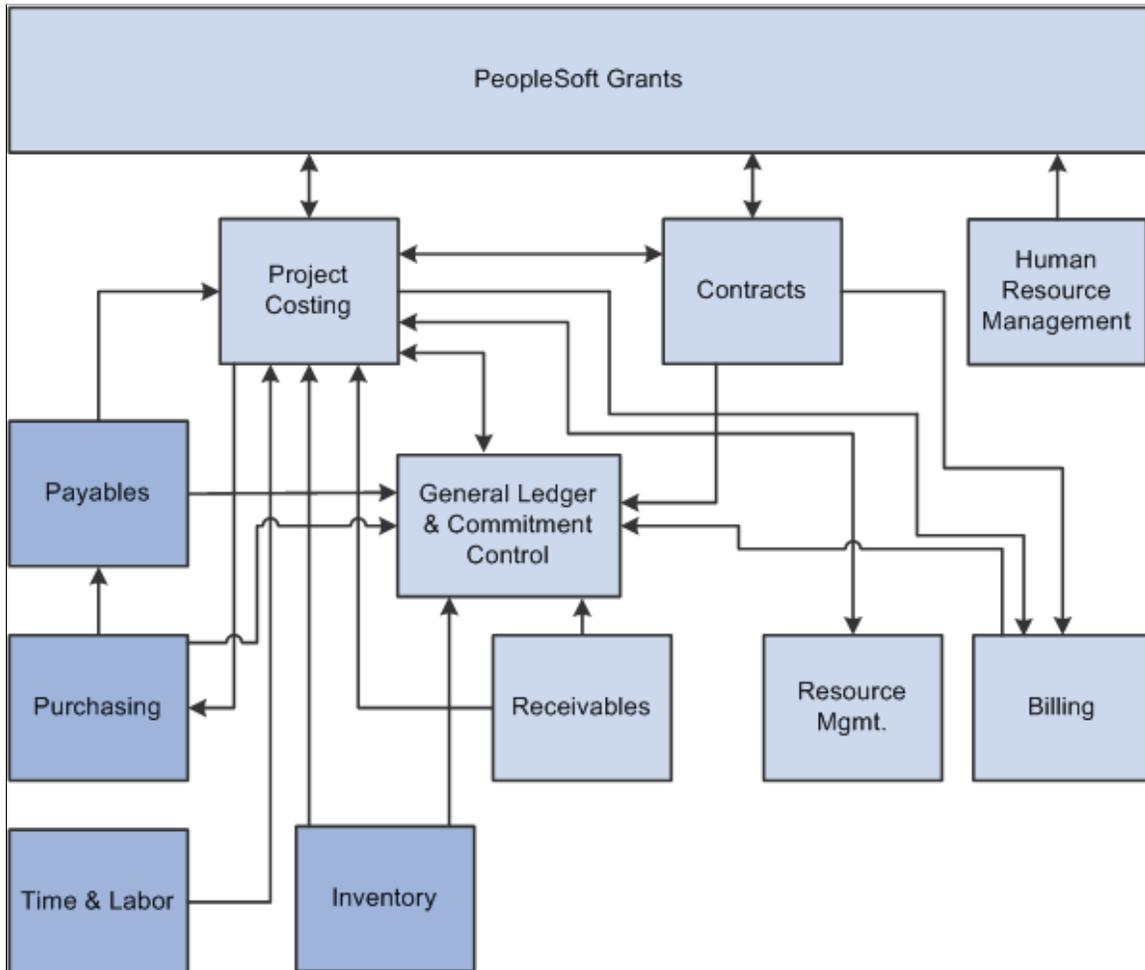
You can find more information about integration considerations in the implementation topics of this documentation.

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

PeopleSoft Contracts and Project Costing

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

PeopleSoft Human Resource Management

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

PeopleSoft General Ledger and Commitment Control

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

PeopleSoft Purchasing

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

PeopleSoft Receivables

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

PeopleSoft Billing

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

PeopleSoft Time and Labor

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

PeopleSoft Inventory

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

PeopleSoft Grants Implementation

Setup Manager enables you to review a list of setup tasks for your organization for the applications that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding 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"Adding and Mapping Accounts and Alternate Accounts" (Application Fundamentals)
Alternate Account (ALTACCT)	ALTACCT_CF	See"Enabling Alternate Accounts" (Application Fundamentals)
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See "Operating Unit Page" (Application Fundamentals).
Department (DEPARTMENT)	DEPT_CF	See "Department Page" (Application Fundamentals).
Project ID (PROJECT)	PROJECT_CF	See "Project Page" (Application Fundamentals).
Product (PRODUCT)	PRODUCT_CF	See "Product Page" (Application Fundamentals).
Fund Code (FUND_DEFINITION)	FUND_CF	See "Fund Code Page" (Application Fundamentals).
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See "Statistics Code Page" (Application Fundamentals).
Class Field (CLASS_PNL)	CLASS_CF	See "Class Field Page" (Application Fundamentals).
Budget Reference (BUDREF_PNL)	BUDGET_REF	See "Budget Reference Page" (Application Fundamentals).

Component	Component Interface	Reference
Program Code (PROGRAM_ DEFINTION)	PROGRAM_CF	See "Program Code Page" (Application Fundamentals).
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See "Scenario Page" (Application Fundamentals).
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See "ChartField 1 Page" (Application Fundamentals).
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See "ChartField 1 Page" (Application Fundamentals).
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See "ChartField 1 Page" (Application Fundamentals).
InterUnit Template (IU_INTER_ TMPLT)	IU_INTER_TMPLT	See "InterUnit Template Page" (Application Fundamentals).
IntraUnit Template (IU_INTRA_ TMPLT)	IU_INTRA_TMPLT	See "Intraunit Template Page" (Application Fundamentals).
InterUnit Pair Maintenance (IU_INTER_ PR_BASIC)	IU_INTER_PR_BASIC	See "Interunit Pairs" (Application Fundamentals).
Ledgers for a Unit (BUSINESS_UNIT_ LED)	EM_BUS_UNIT_LED	See "Defining Ledgers for a Business Unit" (Application Fundamentals).
Value Added Tax Code (TAX_CODE_ VAT)	TAX_CODE_VAT	See "Value Added Tax Code Page" (PeopleSoft Global Options and Reports).
VAT Accounts by Business Unit (TAX_ BU_CODE_VAT)	TAX_BU_CODE_VAT	See "VAT Accounts by Business Unit Page" (PeopleSoft Global Options and Reports).
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See "Setting Up VAT Entities" (PeopleSoft Global Options and Reports).
Vat Defaults CI Component (VAT_DEF _CI)	VAT_DEF_CI	See "Establishing VAT Defaults" (PeopleSoft Global Options and Reports).
Bank Branch Information (BANK_ BRANCHPNL)	TR_BANK_BRANCH_CI	See"Defining General Bank Setup" (PeopleSoft Banks Setup and Processing)

Component	Component Interface	Reference
Team Member Types (MEMBER_TYPE _TABLE)	MEMBER_TYPE_TABLE_CI	See "Setting Up Customer Support Personnel" (PeopleSoft Order to Cash Common Information).
Team Member Personal Data (MEMBER _PERSON1)	MEMBER_PERSON1_CI	See "Setting Up Customer Support Personnel" (PeopleSoft Order to Cash Common Information).
Support Team Members (TEAM_ MEMBER_TABLE)	TEAM_MEMBER_TABLE_CI	See "Setting Up Customer Support Personnel" (PeopleSoft Order to Cash Common Information).
Customer Group Table (CUST_GROUP _TBL)	CUSTOMER_GROUP	See "Customer Group Table Page" (PeopleSoft Order to Cash Common Information).
Contact Info (CONTACT_INFO)	CONTACT	See "Setting Up and Maintaining Contacts" (PeopleSoft Order to Cash Common Information)
General Information (CUSTOMER_ GENERAL)	CUSTOMER_MAIN_CI CUSTOMER_BILLTO_CI CUSTOMER_SOLDTO_CI CUSTOMER_SHIPTO_CI CUSTOMER_MISC_CI	See "Adding General Customer Information" (PeopleSoft Order to Cash Common Information).
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See "Defining Cross-Application User Preferences" (Application Fundamentals).

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.

For additional information, see

PeopleTools: Setup Manager

PeopleTools: Component Interfaces

Chapter 2

Navigating 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.

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.
Proposal Management	Click the **Proposal Management** link on the Grants Center page.	Establish proposals and versions, prepare budgets, and submit for printing.

Page Name	Navigation	Usage
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.

Grants Management Homepage

Use the Grants Management Homepage to access associated PeopleSoft Fluid tiles and pages .

Navigation:

Fluid Home >**Grants Management**

This example illustrates the fields and controls on the Grants Management Homepage.

Note: These tiles are available in Small Form factor (SFF) and Large Form factor (LFF). Tiles on the LFF display more information as compared to SFF tiles.

Several of the tiles indicate actions or deliverables with an approaching due date or end date; tiles such as the Award Teams provide the ability to review or adjust project team members.

Use this page to access Grants Management defaults that determine how PeopleSoft Fluid pages appear. Click or Select each tile to access additional information, which can be found. Each tile represents one event or multiple events.

PeopleTools: Applications User's Guide, Working With PeopleSoft Fluid User Interface.

Setting Up Tile Preferences for Grants Management

Use the My Preferences page (GM_MY_PREF_FL) to set up the preferences that determine the content displayed on the tiles and their pivot grid pages.

Navigation:

My Preferences > **Grants Management** > **Manage Preferences for Grants**

This example illustrates the fields and controls on the My Preferences page.

You can use this page to filter grants displayed on the homepage. You can include one or more principal investigators, sponsors or award statuses. The system applies these filters independently to the grants data. For example, you can select specific principal investigators and sponsors to filter such that the homepage displays awards that meet both of the criteria.

Award Teams

Use the Award Team Tile to view names of people associated with the award.

Navigation:

Grants Management >**Award Teams Tile**

This example illustrates the fields and controls on the Award Teams Tile.
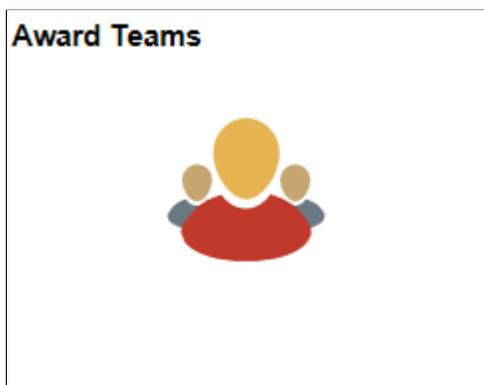
Navigation:

Select the Award Teams Tile to access the associated page.

This example illustrates the fields and controls on the Award Teams page.
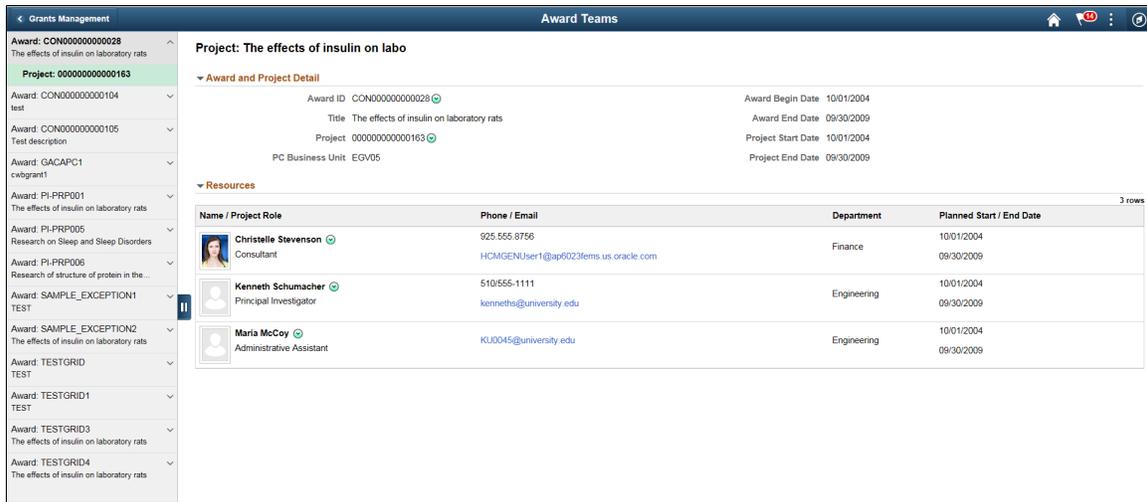
Details on the left hand panel enable you to select awards and projects. When you select a project on the left, associated details display on the right hand side. The available related Actions located next to Award ID and Project details are:

• Update Award

• Update Contract

• Update Project

• Add Resource

• Notify

Note: You can send an email to a member of the team using the Notify action next to that person's name.

Award Milestones

Use the Award Milestones tile to view milestones coming due in the next 90 days and not in a closed status.

Navigation:

Select the Award Milestones Tile to view the pivot grid.

This example illustrates the fields and controls on the Award Milestones Pivot Grid page.
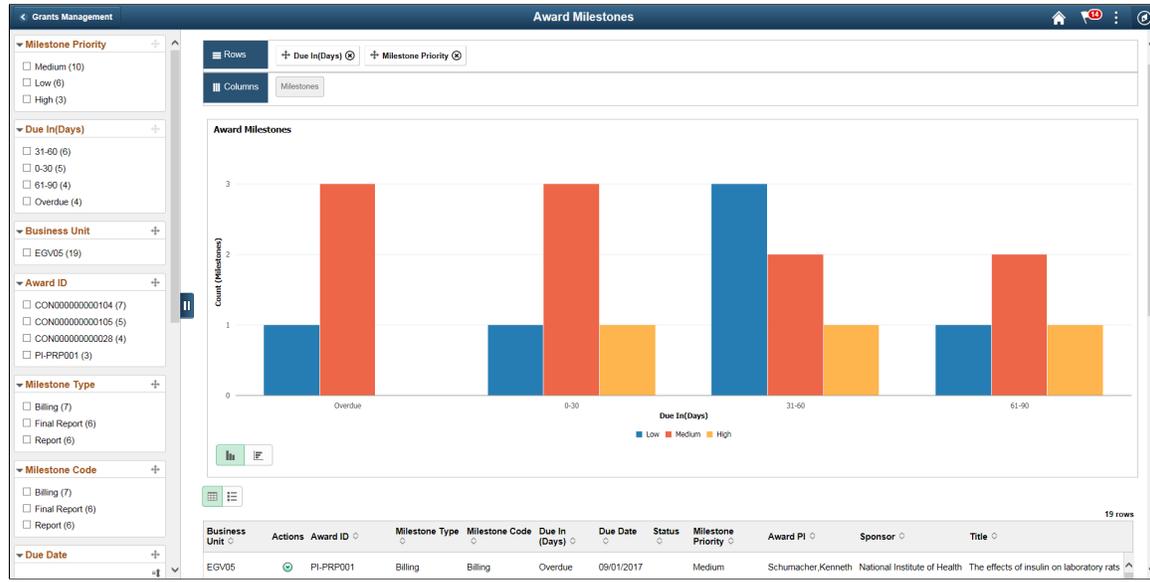
Pivot Grid Facets

Use the facets on the left panel to analyze pivot data. Drag and drop facets into the rows on the right panel and the page refreshes to display the grid data, which you can view as a Bar Chart, Line Chart, Pie Chart, or Horizontal Bar Chart. Select facets to filter data displayed in the pivot grid:

- Business Unit

- Award ID

- Milestone Type

- Milestone Code

- Due In (Days)

- Due Date

- Status

- Milestone Priority

- Award PI

- Sponsor

- Title

You can choose to view the results as a grid or a list. The available related Actions :

- Update Milestone

- Notify

Note: You can send an email to a member of the team using the Notify action next to that person's name.

- Update Award

- Update Contract

- Maintain Attachments

See the product documentation for *PeopleTools: Pivot Grid*

Award Certifications

Use the Award Certifications tile to view certifications expiring in the next 90 days and not in a closed status.

Navigation:

Select the Award Certifications Tile to view the pivot grid

This example illustrates the fields and controls on the Award Certifications Tile.
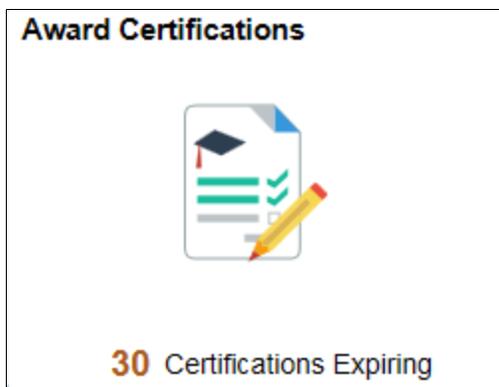
This example illustrates the fields and controls on the Award Certifications Pivot.
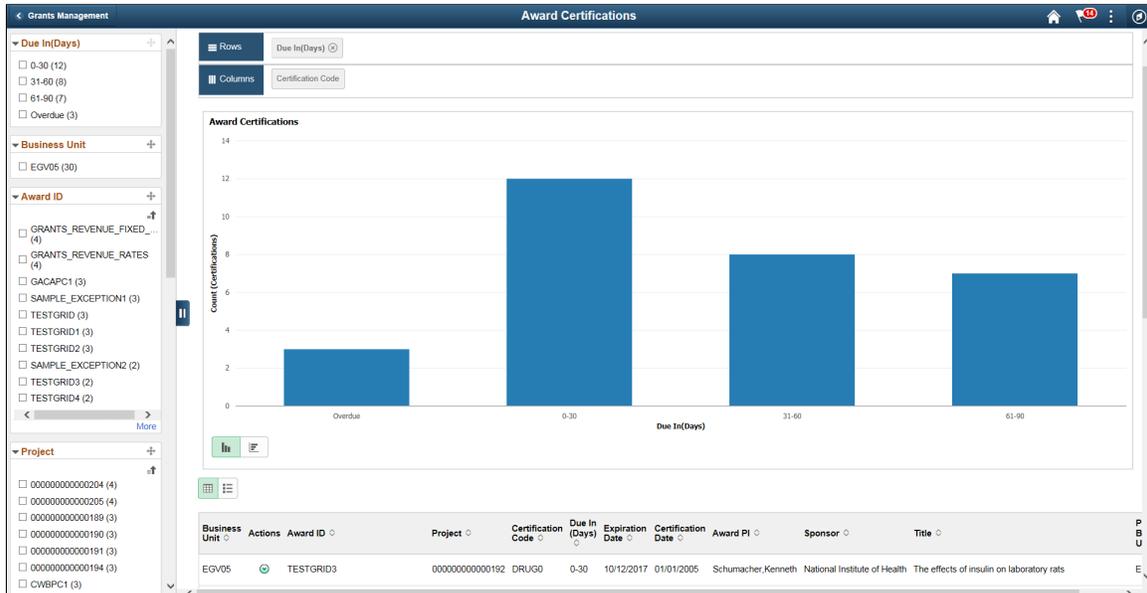
Pivot Grid Facets

Use the facets on the left panel to analyze pivot data. Drag and drop facets into the rows on the right panel and the page refreshes to display the grid data, which you can view as a Bar Chart, Line Chart, Pie Chart, or Horizontal Bar Chart. Select facets to filter data displayed in the pivot grid:

• Business Unit

• Award ID

• Project

• Certification Code

• Due In (Days)

• Expiration Date

• Certification Date

• Award PI

• Sponsor

• Title

• PC Business Unit

You can choose to view the results as a grid or a list. The available Actions are:

• Update Certification

• Notify

Note: You can send an email to a member of the team using the Notify action next to that person's name.

- •   Update Award

- •   Maintain Attachments

See the product documentation for *PeopleTools: Pivot Grid*

Award Expiration

Use the Award Expiration tile to view Awards approaching their end date in the next 90 days and not in a closed status.

Navigation:

Select the Award Expiration Tile to access the associated page.

This example illustrates the fields and controls on the Award Expiration tile.

This example illustrates the fields and controls on the Award Expiration page.

Business Unit	Actions	Award ID	Begin Date	End Date	Award PI	Sponsor	Title
EGV05		CON000000000028	10/01/2004	09/30/2009	Schumacher,Kenneth	National Institute of Health	The effects of insulin on laboratory rats
EGV05		CWB2	01/01/2012	12/31/2012	Scott,Robert	Alliance Group	cwbd2
EGV05		CWB3	01/01/2012	12/31/2012	Kessler,Marc	Alliance Drilling Inc.	cwb3
EGV05		CWB4	03/01/2012	12/31/2012	Garvey,Nicole	Alliance Drilling Inc.	CWB4 DESC TITLE
EGV05		CWBGM100	01/01/2012	12/31/2012	Scott,Robert	Apex Systems	cwb grant mgt 100 title
EGV05		GACAPC1	01/01/2012	12/31/2012	Vincent,Sonya	National Institute of Health	cwbgrant1
EGV05		GRANTS_REVENUE_FIXED_AMT	10/01/2014	12/31/2014	Scott,Robert	Apex Systems	Amount Based Line with Separate Amount for Revenue
EGV05		GRANTS_REVENUE_RATES	10/01/2014	12/31/2014	Scott,Robert	National Institute of Health	Using Rates for Revenue that are Separate from Billing
EGV05		PI-PRP001	01/01/2008	12/31/2008	Schumacher,Kenneth	National Institute of Health	The effects of insulin on laboratory rats
EGV05		PI-PRP003	01/01/2007	12/31/2009	Kessler,Marc	National Institute of Health	The effects of insulin on human
EGV05		PI-PRP005	01/01/2007	12/31/2011	Schumacher,Kenneth	Department of Health & Human Services	Research on Sleep and Sleep Disorders
EGV05		PI-PRP006	01/01/2008	12/31/2009	Schumacher,Kenneth	Department of Health & Human Services	Research of structure of protein in the membrane

Left panel:
- All (21)
- Awards Expired (16)
- Awards Expiring in 30 Days (1)
- Awards Expiring in 60 Days (3)
- Awards Expiring in 90 Days (1)

Awards Expired — 16 rows

Details on the left hand panel enables you to select awards expiring in 30, 60 or 90 days. The available related Actions are:

• Modify End Dates

• Notify

• Update Contract

• Update Award

• PI Portal Summary

Pre-Award Spending

Use the Pre-Award Spending to view spending on a proposal before an award is issued.

Navigation:

Select the Pre-Award Spending Tile to view the pivot grid.

This example illustrates the fields and controls on the Pre-Award Spending Tile.
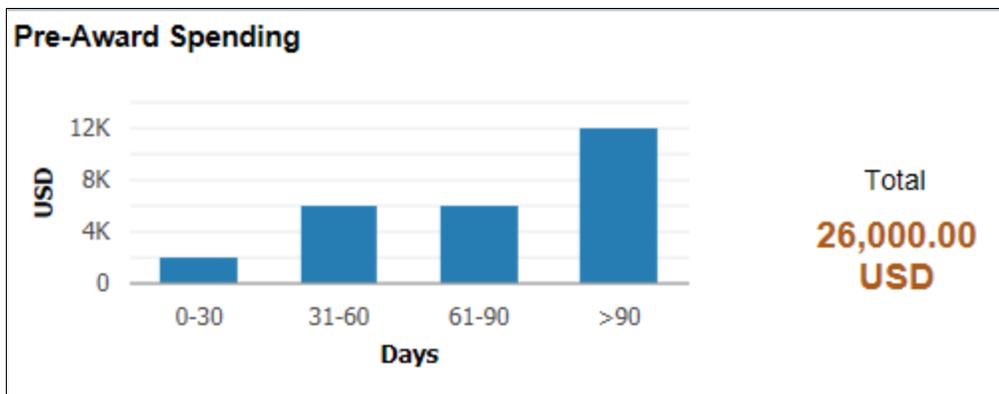
Once an award is generated the proposal is excluded from display and the tile provides an aged view by categorizing spending in increments of 30, 60 or 90 days old.

This example illustrates the fields and controls on the Pre-Award Spending page.
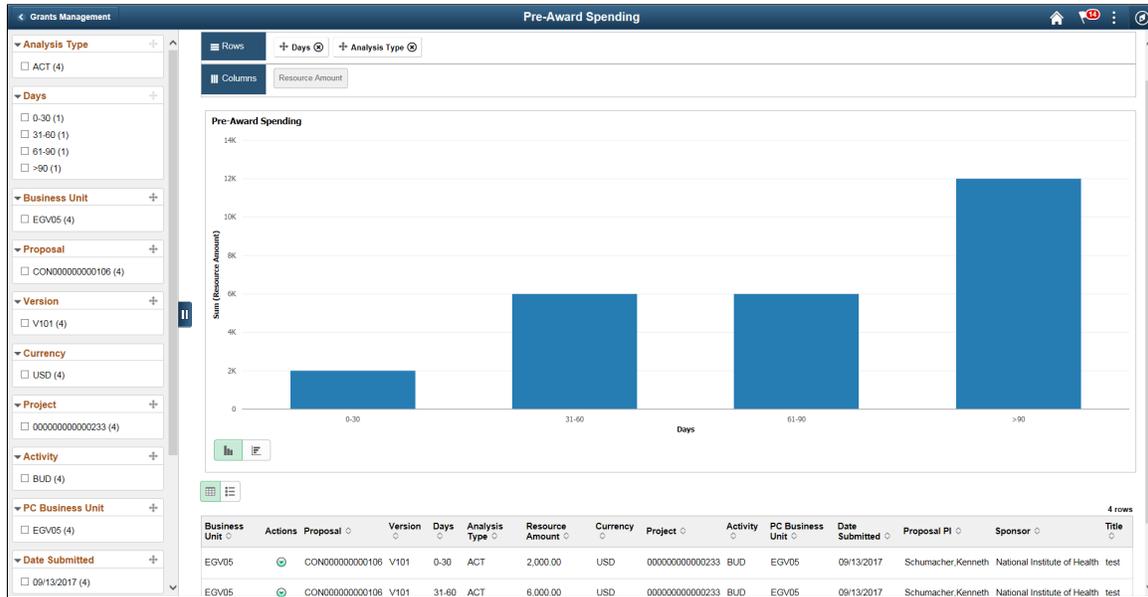
Pivot Grid Facets

Use the facets on the left panel to analyze pivot data. Drag and drop facets into the rows on the right panel and the page refreshes to display the grid data, which you can view as a Bar Chart, Line Chart, Pie Chart, or Horizontal Bar Chart. Select facets to filter data displayed in the pivot grid:

- Business Unit

- Proposal

- Version

- Days

- Analysis Type

- Resource Limit

- Currency

- Project

- Activity

- PC Business Unit

- Date Submitted

- Proposal PI

- Sponsor

- Title

You can choose to view the results as a grid or a list. The available Actions are:

- Generate Award

- Notify

    Note: You can send an email to a member of the team using the Notify action next to that person's name.

- Update Proposal

- View Transaction Detail

- Update Project

See the product documentation for *PeopleTools: Pivot Grid*

Expiring LOC Funds

Use the Expiring LOC Funds tile to view letters of credit approaching their end date in the next 90 days.

Navigation:

Select the Expiring LOC Funds Tile to view the pivot grid.

This example illustrates the fields and controls on the Expiring LOC Funds Tile.
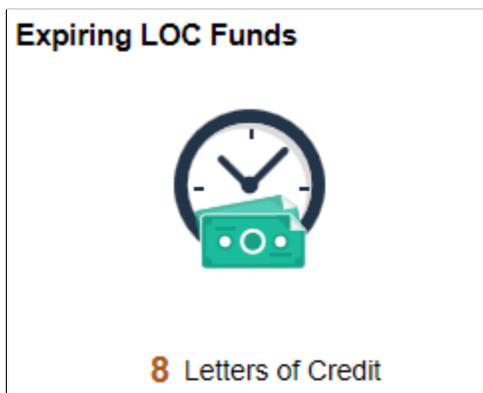
This example illustrates the fields and controls on the Expiring LOC Funds pivot age.
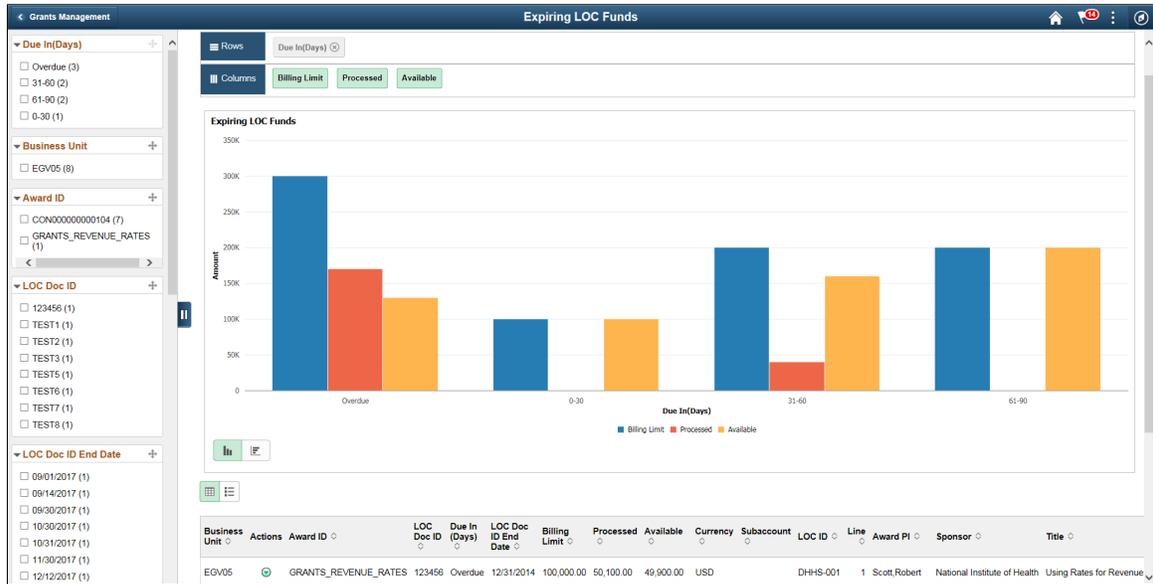
Pivot Grid Facets

Use the facets on the left panel to analyze pivot data. Drag and drop facets into the rows on the right panel and the page refreshes to display the grid data, which you can view as a Bar Chart, Line Chart, Pie Chart, or Horizontal Bar Chart. Select facets to filter data displayed in the pivot grid:

• Business Unit

• Award ID

• LOC Doc ID

• Due In (Days)

• LOC Doc ID End Date

• Billing Limit

• Processed

• Available

• Currency

• Subaccount

• LOC ID

• Line

• Award PI

• Sponsor

• Title

You can choose to view the results as a grid or a list. The available Actions are:

• Review Cost and Billing

• Notify

Note: You can send an email to a member of the team using the Notify action next to that person's name.

• Update Contract

• Update Award

See the product documentation for *PeopleTools: Pivot Grid*

Grants

Grants administrators use the Grants tile to access a collection of Grants components.

For more information, see Grants Tile

Grants LifeCycle Page

Grants WorkCenter

Use the Grants WorkCenter Tile to access frequently used pages and pagelets providing a central area for users to access key components within the Grants application.

For more information, see Understanding the Grants WorkCenter and Dashboard

Related Links
PeopleSoft Grants Overview
Understanding Grants Portal Security

Using the Fluid User Interface to Access Frequently Used Grants Pages

This topic discusses how to navigate through Grants using the PeopleSoft Fluid User Interface. Users can perform various tasks such as creating proposals, generating and maintaining awards.

Page Used to Access Frequently Used Grants Pages

Page Name	Definition Name	Usage
Grants Tile	EP_GM_GRANTSLIFECYCLENC_FL_GBL	Access a collection of frequently used Grants components from a single location.

Grants Tile

Grants administrators use the Grants tile to access a collection of Grants components.

Navigation:

Fluid Home > **Grants** (You can add the Grants tile to the Fluid home page using the Personalize HomePage function).

This example illustrates the Grants tile for the tablet.
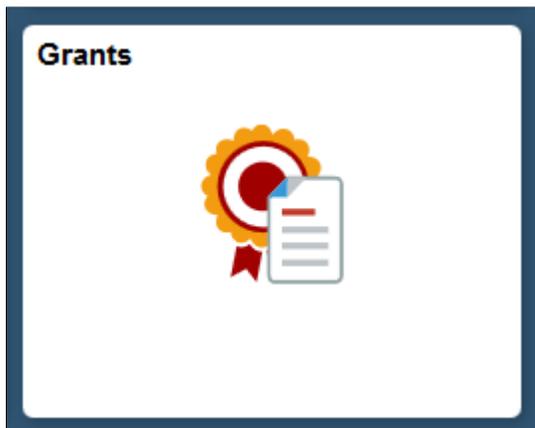
Grants LifeCycle Page

Click the Grants tile to access the Grants LifeCycle navigation collection.

This example illustrates the Grants LifeCycle page for the tablet.
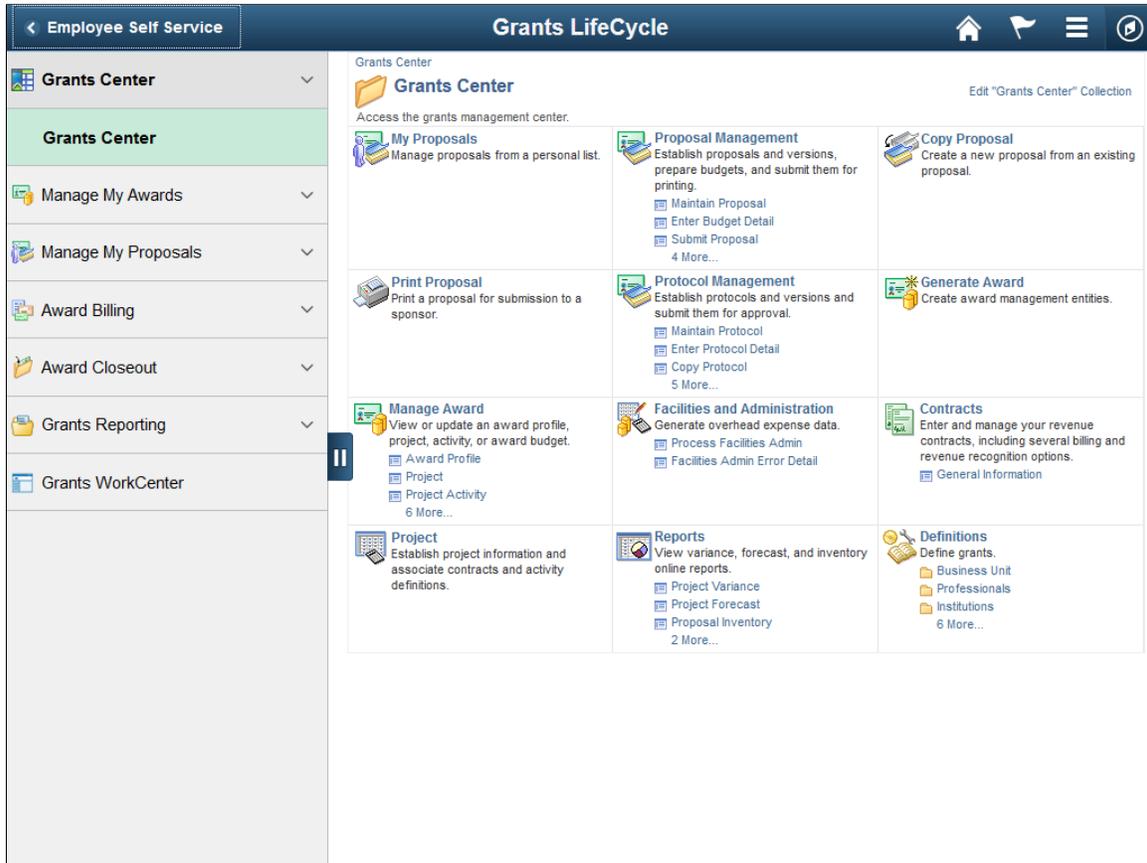
This example illustrates the Grants LifeCycle page for the smartphone.
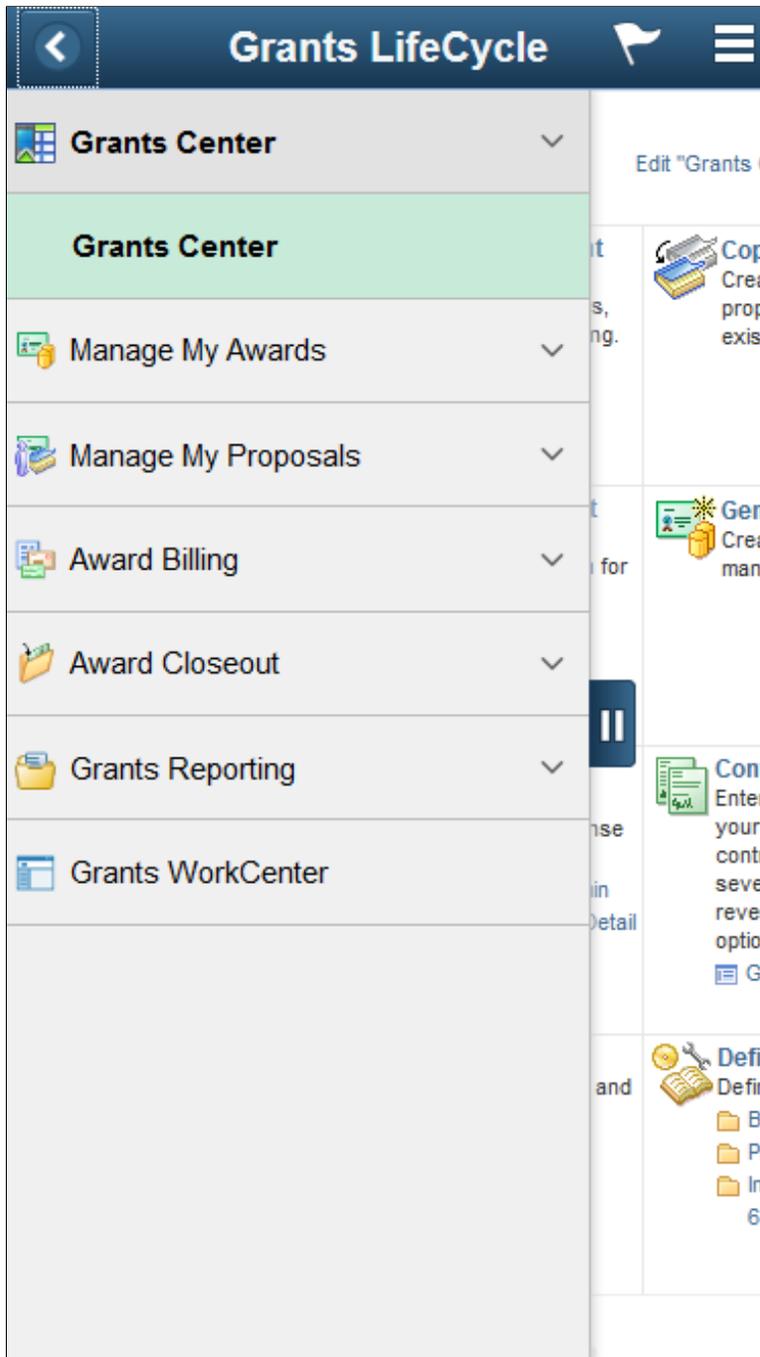
This navigation collection enables administrators to access frequently used Grants components from a single location. The left panel of this page lists the components collected under seven categories:

• Grants Center

• Manage My Awards

• Manage My Proposals

• Award Billing

- Award Closeout

- Grants Reporting

- Grants WorkCenter

The right panel displays the component selected in the left panel.

Chapter 3

Defining Your Operational Structure

Understanding the Implementation Process

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

1. Set up PeopleSoft General Ledger defaults.

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

2. Determine your PeopleSoft Grants system requirements.

3. Set up PeopleSoft Project Costing and PeopleSoft Contracts.

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

4. Set up PeopleSoft Grants.

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

    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 this product documentation.

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

Understanding the Inter/IntraUnit Processor

The PeopleSoft Centralized Inter/IntraUnit processor provides consistent setup and centralized processing to manage Inter/IntraUnit transactions across PeopleSoft applications. When an Inter/IntraUnit transaction occurs, the processor supplies the balancing lines. For PeopleSoft Grants, this process occurs during the

F&A process. If an intraunit transaction is identified, then the system creates the appropriate balancing entries.

The system defines an intraunit transaction as a transaction within a single PeopleSoft General Ledger business unit that involves more 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.

Departmental and Credit Percent

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

• Click the **Departmental Credit** link on the Projects page to enter departmental credit percentages.

• Credit percentages for professionals are captured in the Resources Grid of the Proposal component. The **Role** field in the Professionals grid identifies PI or Co-PI.

• Generate Award populates the Department Credit percentages in the Post Award.

Defining PeopleSoft Grants Rules and Business Units

This topic discusses how to use the Grants Definition (GM_BU_DEFN), Approval Notification Setup (GM_WF_RULE), and Workflow (GM_WF_COMPONENT_GBL) components to define PeopleSoft Grants rules and business units.

Pages Used to Define PeopleSoft Grants Rules and Business Units

Page Name	Definition Name	Usage
BU Definition Page	BUS_UNIT_TBL_CA	Set up default values for the contracts business unit.

Page Name	Definition Name	Usage
Contracts - Defaults Page	BUS_UNIT_TBL_CA1	Enter default contract values to be used when establishing contracts under the business unit.
Contracts - Processing Options Page	BUS_UNIT_TBL_CA2	Enter processing option values to be used when establishing contracts under the business unit.
Contracts - Fee Definition Page	CA_BU_FEE_DEF	Enter fee definition values to be used when establishing contracts under the business unit.
Project Costing Definition Page	BUS_UNIT_TBL_PC	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 Page	GM_BU_AWD_SETUP	Set up award defaults for the PeopleSoft Grants business unit. The underlying business unit on this page is PeopleSoft Contracts.
Confidence Level Setup Page	GM_BU_CONF_GRANT	Define confidence levels.
Setup Level Page	GM_BU_DEFN	Identify the level at which information exists. Values that you enter here affect the award generation and workflow approval processes. For example, if you set the workflow component at the primary project level, then workflow is triggered for the components that exist in the primary project only. Otherwise, workflow will be triggered for all components within the proposal.
Burn Rate Indicator Setup Page	GM_BU_BURN_INDC	Set up the burn rate indicator for spending.
Approval/Notification Process Page	GM_WF_RULE	Set up workflow for proposal approval, proposal status notification, and award milestone notification.
Milestone Notification - Details Page	GM_WF_RULE_CM	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.

Page Name	Definition Name	Usage
Proposal Component - Approval Definition Page	GM_WF_APPR_DTL	Define the detail information that is related to the current element. This page is available after selecting the Proposal Component Approval transaction type.
Criteria Definition Page	GM_WF_CRITERIA	Identify the criteria and rules that apply to a proposal component. Also, set up the rules by identifying the scenario based on the business process and select a PeopleTools component, record, and field that apply to the scenario. This page is available after selecting the Proposal Component Approval transaction type.
Project Costing Options Page	BUS_UNIT_OPT_PC	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.

BU Definition Page

Use the Contracts - BU Definition page (BUS_UNIT_TBL_CA) to set up default values for the contracts business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Contracts Definition** > **BU Definition**

This example illustrates the fields and controls on the Contracts - BU Definition page. You can find definitions for the fields and controls later on this page.

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

Related Links

"Establishing PeopleSoft Contracts Business Units" (PeopleSoft Contracts)

Contracts - Defaults Page

Use the Contracts - Defaults page (BUS_UNIT_TBL_CA1) to enter default contract values to be used when establishing contracts under the business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Contracts Definition** > **Defaults**

This example illustrates the fields and controls on the Contracts - Defaults page. You can find definitions for the fields and controls later on this page.

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

Related Links

"Establishing PeopleSoft Contracts Business Units" (PeopleSoft Contracts)
"Defining Contract Billing Options" (PeopleSoft Contracts)

Contracts - Processing Options Page

Use the Contracts - Processing Options page (BUS_UNIT_TBL_CA2) to enter processing option values to be used when establishing contracts under the business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Contracts Definition** > **Processing Options**

This example illustrates the fields and controls on the Contracts - Processing Options page. You can find definitions for the fields and controls later on this page.

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

Related Links

"Establishing PeopleSoft Contracts Business Units" (PeopleSoft Contracts)

Contracts - Fee Definition Page

Use the Contracts - Fee Definition page (CA_BU_FEE_DEF) to enter fee definition values to be used when establishing contracts under the business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Contracts Definition** > **Fee Definitions**

This example illustrates the fields and controls on the Contracts - Fee Definition page. You can find definitions for the fields and controls later on this page.

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

Related Links
"Establishing PeopleSoft Contracts Business Units" (PeopleSoft Contracts)

Project Costing Definition Page

Use the Project Costing Definition page (BUS_UNIT_TBL_PC) to set up default values for the project costing business unit. The system captures grants transactional data in the project costing business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Project Costing** >**Setup PC BU Definition**

This example illustrates the fields and controls on the Project Costing Definition page. You can find definitions for the fields and controls later on this page.

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

Related Links

"Creating Project Business Units" (PeopleSoft Project Costing)

Award Setup Definition Page

Use the Award Setup Definition page (GM_BU_AWD_SETUP) to set up award defaults for the PeopleSoft Grants business unit.

The underlying business unit on this page is PeopleSoft Contracts.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Grants** > **Award Setup and BU Definition**

This example illustrates the fields and controls on the Award Setup Definition page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Award Setup Definition page (2 of 2). You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
Project/Grant Status	Select a status that you want the project or grant to select by default. Values are: *Approved, Completed, In Progress,* and *Proposed.*
Budget Item- Fringe	Select the budget category that you want the business unit to use for fringe benefits.
Budget Item- FA (budget category - facilities and administration)	Select the budget category that you want the business unit to use for F&A expenses.
Budget Item- Rev Est (budget category - revenue estimate)	Select the budget category that you want the business unit to use for revenue estimates.
Days To Close	Enter the number of days you want the system to append to the end date of the proposal when it writes the end date into PeopleSoft Commitment Control. This setting allows for trailing costs. This field is optional.
Enable Multiple CFDA (enable multiple Catalog for Federal Domestic Assistance)	Select this option to store multiple CFDA numbers at the proposal and award levels.
Allow Multiple PI's (allow multiple principal investigators)	Select to indicate that multiple principal investigators are allowed on proposals and awards for the business unit.
Strictly Enforce Proposal Versioning	Select this option to make a copied version of a proposal the system-generated NEXT. This setting is recommended for managing versions.

Field or Control	Description
Add to Grants Portal Security	Select to grant portal security to employees who have: • Access rights to the Award page and the Project page, which is defined on the Grants Portal Security - Access Rights page. • Global access, which is defined on the Grants Portal Security - Global Security Access page. • Division access, which is defined on the Grants Portal Security - Division Access page. When selected, rows are added to the Level 2 and Level 3 tables based on Grants portal security and the corresponding Add to Grants Portal Security check box in the Generate Award page is automatically selected. If deselected, all security must be granted manually. ─────────────────────────── **Note:** When this option is selected, all users that are associated with the department and division are automatically granted access to the awards and projects selected on this page. This selection eliminates the need to assign individual security using the Access Authority pages. In addition, all users who have global access receive access to the awards and projects using this process. ─────────────────────────── For more information about the role of the Add to Grants Portal Security check box in Grants Portal security, see <u>Understanding Grants Portal Security</u>.
Copy terms to all projects on save	Select this option if you want the system to automatically select the 'Copy terms to all projects on save' option on the Award - Terms page (once you generate the award for the selected business unit). On the Award - Terms page, the 'Copy terms to all projects on save' option will enable you to copy terms and conditions from the first project to the remaining projects. You can override this option for individual awards on the Award - Terms page. See <u>Award - Terms Page</u>

Contract Options

Field or Control	Description
Contract Type	Select a contract type from the list of values. Contract types are used for reporting and for determining the milestones that may be applied to a contract's revenue recognition plans and billing plans.

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

Project Options

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

Protocol Options

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

General Ledger Options

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

Enable Proposal Approval Workflow

Field or Control	*Description*
Traditional Workflow and **Approval Workflow Engine**	Select the required approval workflow process. The Traditional Workflow is selected as the default option. You can switch to Approval Workflow Engine only when all the pending traditional workflow transactions have been approved or completed. If there are pending transactions in the traditional workflow, then you will receive an error message when you try to switch to the Approval Workflow Engine. Once you choose to use Approval Workflow Engine, you do not have the option to switch back to the traditional workflow again.
Trigger Status	Identify the status that will trigger the proposal workflow approval process. If this field has a value, then the workflow is active; otherwise, workflow is not active.
Approval Status	Identify the status to assign to a workflow-approved proposal.
Approval Process ID	Select the delivered approval process ID for the proposal component approval. The Approval Process ID field is displayed only when the *Approval Workflow Engine* option is selected. The default approval process ID is *GMProposalComponent*.

For additional information on Approval Framework, see *Enterprise Components: Approval Framework*

Commitment Control Update Options

To view the Commitment Control Update options, you must:

• Select the Project Costing check box in the Enable Commitment Control grid on the Installation Options - Products page.

• Select the Enable Commitment Control check box for the ledger group of General Ledger Business Unit of the Integration Template on the Ledger for a Unit page.

Any updates to the Modify End Dates component as a result of selecting the Commitment Control Update Options can in turn update the Budget Definition component.

For more information on Defining Ledgers for a Business Unit, see "Defining Ledgers for a Business Unit" (Application Fundamentals).

For more information about the Commitment Control Budget Definitions component, see "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).

By clicking the Help icon next to the Commitment Control Update Options label, you can find a brief description about the fields displayed.

Field or Control	Description
Days to Add to Project End Date	If you want to update the Commitment Control End Date to be a specific number of days after the Project End Date, then, enter the number of days in this field.
Allow User Override	Select this check box to enable the *New Commitment Control End Date* field on the Modify End Dates page. Else, the field will be updated based on the Project End Date, and will remain read only.
Current Effective Dated Rows	Select to update the current effective-dated rows on the Budget Definitions component, which is the most recent effective dated-row with an *Active* status.
Current & Future Dated Rows	Select to update the current effective-dated rows on the Budget Definitions component, which are the rows with the most recent dates with an *Active* status and future-dated rows with an *Active* or *Inactive* status.
All Rows	Select to update all the rows of the budget definition irrespective of the *Active* or *Inactive* status.

Billing Options

Field or Control	Description
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.

Related Links
"Setting Up the Transaction Registry" (Approval Framework)

"Configuring Approval Transactions" (Approval Framework)

"Defining Users for Approval Framework" (Approval Framework)

"Defining Notification Templates for Approval Framework" (Approval Framework)

"Defining the Setup Process Definitions Component" (Approval Framework)

Confidence Level Setup Page

Use the Confidence Level Setup page (GM_BU_CONF_GRANT) to define confidence levels.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Grants** > **Setup Grants Award BU Options** > **Confidence Level Setup**

This example illustrates the fields and controls on the Confidence Level Setup page. You can find definitions for the fields and controls later on this page.

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

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

Setup Level Page

Use the Setup Level page (GM_BU_DEFN) to 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.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Grants** > **Setup Grants Award BU Options** > **Setup Level**

This example illustrates the fields and controls on the Setup Level page. You can find definitions for the fields and controls later on this page.

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

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

Burn Rate Indicator Setup Page

Use the Burn Rate Indicator Setup page (GM_BU_BURN_INDC) to set up the burn rate indicator for spending.

Navigation:

Set up Financials/Supply Chain > **Business Unit Related** > **Grants** > **Setup Grants Award BU Options** > **Burn Rate Indicator Setup**

This example illustrates the fields and controls on the Burn Rate Indicator Setup page. You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
Slow Burn Rate: Potential for Under Spending - Percentage To	Enter the value that defines the burn rate from and to for slow burn rate awards and projects. The **Percentage From** field always displays a value of -999.10. Awards and projects that fall into this range display a yellow triangle on the Award Summary and Project Detail pages. The yellow triangle is a visual indicator to the user that the award or project has a slow burn rate and a potential for under spending.
Normal Burn Rate: Average Rate of Spending - Percent To	Enter the percent to value that defines the burn rate for normal burn rate awards and projects. The **Percent From** field is calculated by adding 1 to the value in the **Slow Burn Rate: Potential for Under Spending - Percentage To** field. Awards and projects that fall into this range display a green circle on the Award Summary and Project Detail pages. The green circle is a visual indicator to the user that the award or project has a normal burn rate and an average rate of spending.

Field or Control	Description
Accelerated Burn Rate: Potential for Over Spending	Displays the Percent From and Percent To values that define the burn rate for accelerated burn rate awards and projects. The **Percent From** field is calculated by adding 1 to the value in the **Normal Burn Rate: Average Rate of Spending - Percent To** field. The **Percent To** value always displays a value of 999. 10. Awards and projects that fall into this range display a red square on the Award Summary and Project Detail pages. The red square is a visual indicator to the user that the award or project has an accelerated burn rate and a potential for over spending.

Approval/Notification Process Page

Use the Approval/Notification Process page (GM_WF_RULE) to set up workflow for proposal approval, proposal status notification, and award milestone notification.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Grants** >**Setup Grants Approvals**

This example illustrates the fields and controls on the Approval/Notification Process page. You can find definitions for the fields and controls later on this page.

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

This table provides a description of the transaction type and workflow type.

Function/Process	Workflow	Description
Milestone Notification	Email notification only	Sends reminder email notifications to a group of roles before the milestone due date.

Function/Process	Workflow	Description
Proposal Component Approval	Worklist and email notification	Generates a worklist and notification that requests the approval or review of a proposal.
Proposal Notification	Email notification only	Sends informational email notifications to a group of roles when the proposal status changes.

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.

For more information, see *PeopleTools: System and Server Administration*

Field or Control	Description
Transaction Type	Displays the transaction type defined for each workflow solution. Values include: • Milestone Notification • Proposal Component Approval • Proposal Notification
Workflow Type	Displays the workflow function for the workflow transaction. The value in this field is determined by the transaction type. Values includes *Worklist/Email notification, Email notification,* and *Worklist only.*
Description	Enter a description of the approval or notification process that you are configuring. The description can be no more than 30 characters.

Elements

Field or Control	Description
Elements	Indicates the key element of the workflow.

Field or Control	Description
Value	Select from the list of available values. The choices are different for each type of workflow transaction and are based on the workflow type. For example, a list of Proposal components is available for the component approval setup, but you prompt for a list of Proposal statuses for the Proposal Status notification. For protocol, displays a system-generated ID number for this particular rule.
Details	Click to define the detail information that is related to the current element. Each transaction type has a corresponding detail page.
Criteria	Click to specify the conditions for requiring the current element as part of the approval process. This field is only available for proposal component approval workflow.
Days Prior to Due Date	Enter the number of days before a milestone due date that you want the reminder email sent. This field is only available for milestone workflow.

Routing Roles

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

Field or Control	Description
Role	Select one or more values from the list of user-defined roles. The list of available roles varies depending on the transaction type that you selected.
Required	Select this option to require the role to perform actions on the task. Feedback from the actions affects the approval status. If a role is set as required, then a worklist must be generated from this role. This field only applies to workflow types Worklist/Email and Worklist Only.
Perform Action	Select the kind of action that is performed by the role of the user. Values include *Approve, Notify,* and *Review.* This field is applied to workflow type Worklist/Email only.

Field or Control	*Description*
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 work item exempts other persons in the same role from having to perform the action also. This field is applied to workflow type Worklist/Email only.
Reassign	Select this option if workers can reassign the work item. This field is applied to workflow type Worklist/Email only.

Note: Routing Roles grid will be hidden if Approval Workflow Engine is enabled for the business unit.

Milestone Notification - Details Page

Use the Milestone Notification - Details page (GM_WF_RULE_CM) to 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.

Navigation:

Click **Details** on the Approval/Notification Process page.

This example illustrates the fields and controls on the Milestone Notification - Details page. You can find definitions for the fields and controls later on this page.

```
Details

                              Element  Award Milestone

                                Value  BILL

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

Field or Control	Description
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.

Proposal Component - Approval Definition Page

Use the Proposal Component - Approval Definition page (GM_WF_APPR_DTL) to define the detail information that is related to the current element.

This page is available after selecting the Proposal Component Approval transaction type.

Navigation:

Click **Details** on the Approval/Notification Process page.

This example illustrates the fields and controls on the Proposal Component - Approval Definition page. You can find definitions for the fields and controls later on this page.

```
Approval Definition

                    Element  Proposal Components

                      Value  ADMINISTRATIVE              ☑ Required Approval Process

Workflow Approval Actions

                    ☐ Notify When Status Changes          ☐ Self Approval

                    Approval Initiator Role  Principal Investigator      🔍

                    Approval System Adminstrator  Crawford,William       🔍
```

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

Field or Control	Description
Required Approval Process	Select this option if all proposals within the current business unit are required for this component approval process.
Notify When Status Changes	Select this option if the user role wants to receive an email notification when the component status changes.
Self Approval	Select this option to have the work item immediately approved if the work item generator and the receiver are the same person. If this option is not selected, the generator receives a worklist.
Approval Initiator Role	The group of people that manage and monitor the approval process. They are responsible for resubmitting the component in case the component is sent back for modification by the approver. **Note:** You need to identify this role; these are the people who can edit the project or budget in case it is sent back. The Proposal/Project/Budget appears only for others during the approval process.
Approval System Administrator	Unclaimed worklists will go to the approval system administrator that you select. Select one approval system administrator for the entire system.

Criteria Definition Page

Use the Criteria Definition page (GM_WF_CRITERIA) to identify the criteria and rules that apply to a proposal component.

Also, set up the rules by identifying the scenario based on the business process and select a PeopleTools component, record, and field that apply to the scenario. This page is available after selecting the Proposal Component Approval transaction type.

Navigation:

Click **Criteria** on the Approval/Notification Process page.

This example illustrates the fields and controls on the Criteria Definition page. You can find definitions for the fields and controls later on this page.

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

• A criterion is considered as true if any condition is met.

  The current component is inserted in the proposal as part of the required approval path.

• The component is removed from the proposal if you update the proposal and the condition is no longer met.

• All values within a condition must be satisfied to consider the condition met.

• All the records and fields that are identified on this page must exist in the selected PeopleTools component (GM_PROPOSAL or GM_BUD_LINE_SUM).

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

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

Field or Control	Description
Condition ID	Displays a system-generated value.

Field or Control	Description
Component Name	Select a component name. The criteria editing process is triggered in two PeopleTools components: • GM_PROPOSAL • GM_BUD_LINE_SUM **Note:** The PeopleTools component determines the prompt tables for *Amount Record* and *Record (Table) Name.* PeopleSoft delivers the information as system data. You can add values to these tables by adding values to the respective PeopleTools component.

Monetary Criteria

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

Field or Control	Description
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.

Field or Control	Description
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, show the Content (Workflow Components) page by deselecting *Hide from portal navigation* on the Content Ref Administration page (PROTAL _CREF_ADM).
Field Name	Select the field name from available values.
Operator	Select an operator function, for example, *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, place single quotes around the string.

Project Costing Options Page

Use the Project Costing Options page (BUS_UNIT_OPT_PC) to 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.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Project Costing** >**Setup PC BU Options**

This example illustrates the fields and controls on the Project Costing Options page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Waived Facilities and Administrative Calculation	Select either *Institution Minus Funded* or *Sponsor Minus Budget* to tell the system how you want to calculate waived and cost-shared F&A amounts. The system uses this option only if you choose to compute waived or cost shared amounts on the F&A Options page.
Workbench Template ID	Enter the template ID that the system uses when a user views Project Costing data in the Contracts Workbench for this business unit. The only templates that are available to choose from are those where *Project Costing* was selected in the **Workbench Type** field. PeopleSoft delivers the PROJECTS template, which is the default template for all Project Costing business units.

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

Related Links

"Creating Project Business Units" (PeopleSoft Project Costing)

Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options

Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options

This topic provides overviews of F&A processing and direct-cost cost sharing, and discusses how to establish F&A options using the FA Options (GM_FA_OPTIONS) component.

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

Page Name	Definition Name	Usage
Facilities Admin Options Page	GM_FA_OPTIONS	Establish default F&A information that is used by the F&A process.
Facilities Admin Offsets Page	GM_FA_OFFSET	Establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates.
Installation Options - Grants Page	INSTALLATION_CSR	Establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing features. This page is also used to indicate that you can include optional attachments, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.

Understanding F&A Processing

This topic discusses:

- F&A processing basics.

- Processing options.

- F&A base account tree.

- Tree definition and properties.

F&A Processing Basics

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

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

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

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

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

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

- F&A base tree

- F&A options

- F&A offsets

Processing Options

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

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

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

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

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

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

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

F&A Base Account Tree

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

- TDC (Total Direct Costs).

- MTDC (Modified Total Direct Costs).

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

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

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

This example illustrates the fields and controls on the Example of the GM_FA_BASE tree. You can find definitions for the fields and controls later on this page.
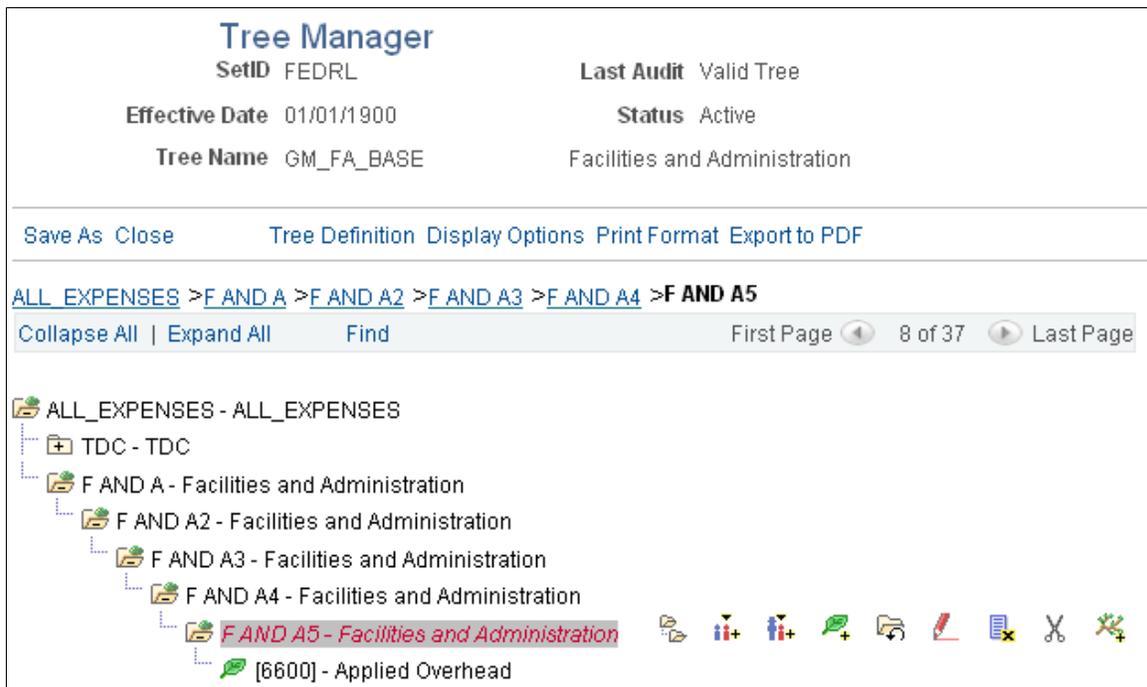
If the institution has exclusionary accounts or identical accounts in different nodes, you can create a tree with duplicate account values. To establish this type of tree, click **Tree Definition** on the Tree Manager page. Then, select the **Allow Duplicate Detail Values** check box on the Tree Definition and Properties page.

Tree Definition and Properties

The following example illustrates the Tree Definition and Properties page.

This example illustrates the fields and controls on the Example of the Tree Definition and Properties page. You can find definitions for the fields and controls later on this page.

Tree Definition and Properties

*Tree Name:	GM_FA_BASE
*Structure ID:	ACCOUNT
*Effective Date:	01/01/1900 *Status: Active
*Description:	Facilities and Administration
*Category:	DEFAULT Define Tree Levels
*Use of Levels:	Strictly Enforced Performance Options
*SetID:	FEDRL

Audits
- ☐ All Detail Values in this Tree
- ☐ Allow Duplicate Detail Values

[Perform Audits]

Item Counts

Node Count:	18
Leaf Count:	19
Level Count:	6
Branch Count:	0

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 PeopleTools PeopleBook: PeopleSoft Tree Manager.

Understanding Direct-Cost Cost Sharing

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

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

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

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

* Class

* Department

* Fund

* Program

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

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

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

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

1. Define cost sharing by using a fund value of *100.*

2. Code one salary line for 1,000.00 USD to the normal account, department, and fund.

3. Code the second, or cost-shared, line for 1,000.00 USD to fund *100* to distinguish it as a cost-shared line.

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

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

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

Facilities Admin Options Page

Use the Facilities Admin Options page (GM_FA_OPTIONS) to establish default F&A information that is used by the F&A process.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Grants** >**Setup Grants F&A Options**

This example illustrates the fields and controls on the Facilities Admin Options page. You can find definitions for the fields and controls later on this page.

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

FA Accounts

Field or Control	Description
Account	Select the expense account that you want to use when F&A lines are created. All the other ChartField values in the F&A lines are inherited from the original transaction line on which F&A is being burdened.
Distribution Code	Displays the distribution code. This value defines the F&A Offset account that is to be used in F&A processing. This value should be a revenue account.

Journal Template

Field or Control	Description
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

Select the type of F&A (Facilities and Administration) transaction lines that will be budget checked.

Base Tree Info

Field or Control	Description
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

The options that you select here enable the institution to choose the types of F&A that you want to calculate and maintain in PeopleSoft Grants. Options are:

• *Sponsor:* This value is always selected and cannot be deselected. 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.

FA Status Defaults

These fields are used to select default options during the Award Generation process.

Field or Control	Description
Preaward Spending	Select the preaward spending status. The status selected is used as the default option in the Project Activity FA Rates page during the Award Generation process when the Pre-award spending check box is selected. The available options are: • *Ready* • *Pending* • Blank
Generated Award	Select the spending status. The status selected is used as the default option in the Project Activity FA Rates page during the Award Generation process when the Pre-award spending check box on the Generate Award run control page is not selected. The available options are: • *Ready* • *Pending* • Blank For more information, see Generate Award Page
Ready at Activation	Select the check box to ensure that the Ready at Activation check box is selected as the default option on the Project Activity FA Rates page. This selection allows you to control whether or not the FA Rate status is changed to Ready, when the status for the Contract the activity is assigned to is changed from Pending to Ready. The Ready at Activation check box is available for editing only when the Generate Award option is Pending.

Cost Sharing

Field or Control	Description
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).*

Values

Field or Control	Description
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.

Related Links

Installation Options - Grants Page

Facilities Admin Offsets Page

Use the Facilities Admin Offsets page (GM_FA_OFFSET) to establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Grants** > **Setup Grants F&A Options** > **Facilities Admin Offsets**

This example illustrates the fields and controls on the Facilities Admin Offsets page. You can find definitions for the fields and controls later on this page.
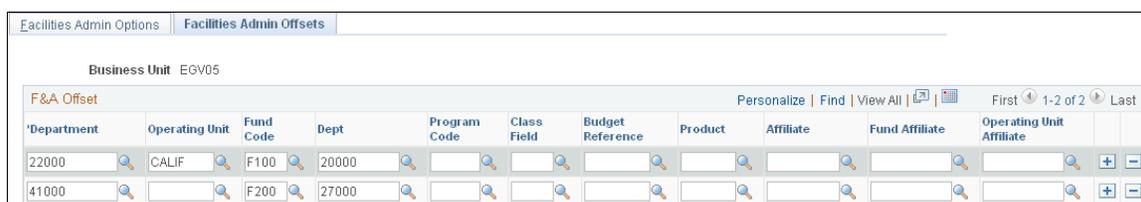
FA Offset

Field or Control	Description
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.

Installation Options - Grants Page

Use the Installation Options - Grants page (INSTALLATION_CSR) to establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing features.

This page is also used to indicate that you can include optional attachments, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Grants**

This example illustrates the fields and controls on the Installation Options - Grants page. You can find definitions for the fields and controls later on this page.

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

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

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

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

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

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

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

Note: The system assigns all cost-sharing F&A costs with an analysis type of CFA (Cost-Sharing Facilities and Administration). To activate the cost-shared F&A calculation, navigate to the Facilities Admin Options page (select **Setup Financials/Supply Chain** > **Business Unit Related** > **Grants** >**Setup Grants F&A 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.

Related Links

Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options

Chapter 4

Understanding PeopleSoft Grants Security

PeopleSoft Grants Security

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

This topic discusses:

• Multilevel security.

• Security by department and user ID.

• ChartField security.

Multilevel Security

PeopleSoft Grants uses multilevel security.

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

• Define permission lists.

• Set up user roles.

• Assign permission lists to roles.

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

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

• Their user ID has an employee ID associated with it.

• They have used their employee ID to identify the principal investigator for the proposal or any one of its projects.

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

Security by Department and User ID

Establish PeopleSoft Grants security by setting up a series of associations that limit or provide user access to components. Set up these associations by linking user IDs with a security tree node that represents a

department or group of departments. When a user attempts to open a component, the system examines the associations between that user's ID and user class. If you have established appropriate links, the user can open the pages. Additionally, the search records for each component enable the user to access only the records that have departments that are associated with the security tree.

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

To set up security by Department ID:

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

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

   PeopleSoft delivers a user role "Grants Super User" as system data. This role is associated with the Proposal Approval process. Users who have this role assigned can edit the Proposal/Project/Budget when the proposal is sent back by the approver. A grants super user can terminate the approval process by updating the proposal status and can access and act on other Approver/Reviewer's 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** > **Setup Grants 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 PeopleSoft delivers for these proposal components provides principal investigator and department-level security. Currently, the search records that are defined subsequently

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

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

Menu Navigation	Component	Search Record
Grants > **Proposals** > **Maintain Proposal**	GM_PROPOSAL	GM_PROP_SRCH
Grants > **Proposals** >**Enter Proposal 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 Proposal 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.

ChartField Security

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

The primary features for ChartField security are:

- Enforce security rules by user, role, or permission list.

- Enable ChartField security for all products or selectively by product.

- Enable or disable ChartField security selectively by component.

- Define rules to accommodate end-user areas of responsibility.

- Refine access rules by product feature or component.

- Support super user access to minimize setup.

- Define components as exceptions to override security rules.

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

For more information, see the *PeopleSoft Application Fundamentals* documentation.

Related Links
"Securing ChartFields for PeopleSoft Grants Management" (Application Fundamentals)

Chapter 5

Structuring PeopleSoft Grants

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 topic discusses:

- PeopleSoft Grants ChartFields.

- Commitment control setup steps for PeopleSoft Grants.

- Journal Generator setup for PeopleSoft Grants processing.

- System-delivered budget items.

- Consortium budget item usage.

- Activity types.

- Analysis types and groups.

- Resource types, categories, subcategories, and groups.

- Transactions.

- Accounting rules.

- Integration templates.

- Award and project controls.

- Locations.

- Products.

- Billing cycle date ranges.

PeopleSoft Grants ChartFields

PeopleSoft Grants delivers these charts of accounts:

- Fund

- Department

- Program

- Class

- Account

- Budget Period

- Project/Grant

- Statistical Code

- Affiliate

- Scenario

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

This table provides information about these ChartFields:

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
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

ChartField Name	Size	Valid Values Table	Required	Definition	Reusable
Project/Grant\n\nPROJECT_ID	15	PROJECT_ HEADER	No	Captures additional information that is used for projects and grants accounting.	No
Statistics Code\n\nSTATISTICS_ CODE	3	STAT_TBL	No	Captures statistical information, such as full-time equivalents.	Yes
Affiliate\n\nAFFILIATE	5	AFFILIATE_VW	No	Designates a business unit that is used for interunit accounting.	No
Scenario\n\nSCENARIO	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.

Related Links

PeopleSoft Grants Implementation

Defining PeopleSoft Grants Rules and Business Units

"Understanding PeopleSoft ChartFields" (Application Fundamentals)

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 documentation referenced in the Additional Documentation column of 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 "Setting Up Cross-Application Installation Options" (Application Fundamentals).
Define detail ledgers.	**General Ledger > Ledgers >Define Detail Ledger**	See "Defining a Detail Ledger" (Application Fundamentals).

Step	Navigation Path	Additional Documentation
Define ledger groups.	**General Ledger** > **Ledgers** > **Ledger Groups** > **Definition**	See "Linking Ledgers to a Ledger Group" (Application Fundamentals).
Create parent expense budgets and parent revenue budgets for revenue offset.	**Commitment Control** > **Define Control Budgets** > **Budget Definitions** > **Control Budget Options**	See "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).
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 "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).
Set up excluded account types for the parent budgets.	**Commitment Control** > **Define Control Budgets** > **Budget Definitions** > **Excluded Account Types**	See "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).
Create child expense budgets and child revenue budgets for revenue offset.	**Commitment Control** > **Define Control Budgets** > **Budget Definitions** > **Control Budget Options**	See "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).
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 "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).
Set up excluded account types for the child budgets.	**Commitment Control** > **Define Control Budgets** > **Budget Definitions** > **Excluded Account Types**	See "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).
Associate parent and child revenue budgets.	**Commitment Control** > **Define Control Budgets** > **Associated Budgets** > **Commitment Control Associated Budgets**	See "Setting Up Associated Revenue and Expenditure Budgets" (PeopleSoft Commitment Control).
Enter budget journal header information for the parent revenue budget.	**Commitment Control** > **Budget Journals** > **Enter Budget Journals** > **Budget Header**	See "Entering Budget Journals and Budget Transfer Journals" (PeopleSoft Commitment Control).
Enter the transaction lines that make up the journal.	**Commitment Control** > **Budget Journals** > **Enter Budget Journals** > **Budget Lines**	See "Entering Budget Journals and Budget Transfer Journals" (PeopleSoft Commitment Control).
Enter budget journal header information for the child revenue budget.	**Commitment Control** > **Budget Journals** > **Enter Budget Journals** > **Budget Header**	See "Entering Budget Journals and Budget Transfer Journals" (PeopleSoft Commitment Control).
Enter the transaction lines that make up the journal.	**Commitment Control** > **Budget Journals** > **Enter Budget Journals** > **Budget Lines**	See "Entering Budget Journals and Budget Transfer Journals" (PeopleSoft Commitment Control).

Step	Navigation Path	Additional Documentation
Attach the ledger group to a business unit.	**Set Up Financials/Supply Chain** > **Business Unit Related** > **General Ledger** > **Ledgers for a Unit** > **Definition**	See "Defining Ledgers for a Business Unit" (Application Fundamentals).
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 Establishing Project Budgets.
Check the budget.	**Commitment Control** > **Review Budget Activities** > **Budget Details** > **Commitment Control Budget Details**	See "Viewing Budget Details and Transaction Activity" (PeopleSoft Commitment Control).
Run the F&A process.	**Grants** > **Awards** > **Process Facilities Admin**	See Processing Facilities and Administration Costs and Adjustments.

Journal Generator Setup for PeopleSoft Grants Processing

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

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

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

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

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

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

Related Links

"Setting Up for Journal Generator" (Application Fundamentals)
"Generating Journal Entries" (Application Fundamentals)
"Understanding the Contracts Billing Process" (PeopleSoft Contracts)

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.

PeopleSoft delivers these budget items:

Value	Description	Form	Form Page	Sponsor
PERSON	Personnel — Salary & Benefits	PHS 398	DD	NIH
FIXFEE	Fixed Fee — SBIR/ STTR Only	PHS 398	DD, EE	NIH
CONSLT	Consultant Services (Both)	• 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

Value	Description	Form	Form Page	Sponsor
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
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

Value	Description	Form	Form Page	Sponsor
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.

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.

PeopleSoft recommends the usage outlined in this table:

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

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

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

- Direct Costs = 15,000 USD.

- Indirect Costs = 5,000 USD.

Example 2:

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

Here is the first way:

Budget Item	Amount or Percent
SUB<25	25,000
SUB<25F	0
SUB>25	35,000
SUB>25F	25,000
Institution F&A Base Amount	25,000
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

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

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

- Direct Costs = 60,000 USD.

- Indirect Costs = 40,000 USD.

Activity Types

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

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

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

Related Links
"Creating and Modifying Activities" (PeopleSoft Project Costing)

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

Related Links
"Understanding Transaction-Related Control Data" (PeopleSoft Project Costing)

Resource Types, Categories, Subcategories, and Groups

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

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

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

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

Resource Types

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

- *AFUDC* (AFUDC interest)

- *DIRCT* (direct costs)

- *LABOR* (labor)

- *MATER* (materials)

- *OVER* (overhead)

Resource Groups

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

- *ITEMS* (inventory items)

- *LABOR* (total labor)

- *MATER* (total material)

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

1. Define resource types.

2. Create resource categories.

3. Create resource subcategories.

4. Combine multiple resource types for award analysis and billing.

5. Add descriptions to resource groups.

Relationships

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

You can set relationships between:

- Resource types and resource categories.

- Resource categories and resource subcategories.

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

Setup Rules

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

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

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

- If you don't establish relationships, then the resource category or subcategory that you can enter are not limited.

- If you set up relationships between resource types, categories, and subcategories, you must adjust the PeopleSoft Grants business unit definition to account for the dynamic edit tables that the system uses to enforce the relationships.

- The relationships can be one-to-one or one-to-many.

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

To relate resource types, categories, and subcategories:

1. Define relationships between resource types and resource categories.

2. Define relationships between resource categories and resource subcategories.

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

Related Links
"Understanding Project-Related Control Data" (PeopleSoft Project Costing)

Transactions

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

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

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

To define transactions:

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

2. Define transaction codes that you use in accounting rules.

3. Define accounting rules.

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

Related Links
"Setting Up Transaction-Related Information" (PeopleSoft Project Costing)

Accounting Rules

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

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

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

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

Related Links
"Understanding Accounting for Projects" (PeopleSoft Project Costing)

Integration Templates

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

Assign each new award an integration template.

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

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

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

Each award must be assigned an integration template.

To set up integration templates:

1. Define the integration template by selecting **Setup Financials/Supply Chain** > **Product Related** > **Project Costing** > **Project Options** > **Integration Templates.**

2. Identify the default business units in PeopleSoft Purchasing and PeopleSoft Asset Management that interact with the awards process in PeopleSoft Grants.

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

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

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

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

Related Links
"Setting Up General Control Data" (PeopleSoft Project Costing)

Award and Project Controls

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

- Project types are labels for grouping projects within awards.

  Setting up project types and assigning them to awards enables you to analyze all projects of a certain type in relation to one another.

- Activity types are the labels that identify an activity in PeopleSoft Grants.

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

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

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

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

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

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

  For example, a change in the status of a project or an activity from proposed to approved can be defined as an award event that requires approval. An award event can be a change in status between two consecutive status types such as proposed and approved, or two nonconsecutive status types

such as proposed and closed. Award events can be an important part of workflow if you have set up workflow within PeopleSoft Grants.

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

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

To establish award and project controls:

1. Create project types.

2. Create activity types.

3. Define the status types that you want to use for awards and activities.

4. Identify what phase of the award is represented when dates are entered in the award schedule.

5. Define an award event.

6. Enter work breakdown structure values.

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

Related Links
"Setting Up Project-Related Information" (PeopleSoft Project Costing)

Locations

When working with proposals and awards, you can specify the address information for each project within a research proposal as well as information 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.

Related Links
"Setting Up Locations" (Application Fundamentals)

Products

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

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

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

Related Links

"Setting Up Products and Product Groups" (PeopleSoft Contracts)
"Establishing Product Definitions" (PeopleSoft Order to Cash Common Information)

Billing Cycle Date Ranges

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

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

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

Related Links

"Defining Bill Cycles" (PeopleSoft Billing)

Establishing Institution Controls

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 topic discusses how to set up institution controls.

Pages Used to Establish Institution Controls

Page Name	Definition Name	Usage
Institution Types Page	GM_INST_TYPE	Create and maintain institution types, as well as define a set of institution-specific values.
Attribute Types Page	GM_ATTRIBUTE_CODE	Add and define values that are specific to the institution.

Page Name	Definition Name	Usage
Audit Types Page	GM_IN_AUDI_TYPE	Record recent audit engagements in PeopleSoft Grants. You can also maintain audit engagement type definitions using this page.
Certifications Page	GM_IN_CERT	Define each required certification. You can also classify each certification code as it is used at the institution level, the proposal level, or both.
Budget Item Types Page	GM_BUD_CAT_TYPE	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 Page	GM_BUD_ITEMS	Define the budget items that you'll use for proposals. PeopleSoft delivers numerous budget items as system data.
Budgets Page	GM_ACTIVITY	Establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page.
Facilities and Administration Rates Page	GM_FA_RATE_TYPE	Create the F&A rate types that you use for grants processing.
Facilities and Administration Bases Page	GM_FA_BASE_DTL	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 (Catalog for Federal Domestic Assistance) Page	GM_CFDA	Add CFDA information you can use for proposals, awards, and sponsors.

Institution Types Page

Use the Institution Types page (GM_INST_TYPE) to create and maintain institution types, as well as define a set of institution-specific values.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Institution Types**

This example illustrates the fields and controls on the Institution Types page. You can find definitions for the fields and controls later on this page.

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

- *ANN:* V: Alaska Native and Native Hawaiian.

- *CTG:* B: County Government.

- *FPO:* Q: For-Profit Organization (Other).

- *HBC:* T: Historically Black Colleges.

- *HSI:* S: Hispanic-serving Institution.

- *IHA:* I: Indian/Native American Tribe.

- *IIH:* O. Private Institution of Higher Education.

- *INA:* J: Indian/Native American Tribe.

- *IND:* K: Indian/Native American Tribe.

- *ISD:* G: Independent School District.

- *IUL:* P: Individual.

- *NDE:* W: Non-domestic (non-US) Entity.

- *NOS:* N: Nonprofit without 501c3 IRS Status.

- *NWS:* M: Nonprofit with 501c IRS Status.

- *OTH:* X: Other (specify).

- *PIH:* L: Public/Indian Housing Authority.

- *ROG:* E: Regional Organization.

- *SDG:* D: Special District Government.

- *SIH:* H: Public/State Controlled Institution.

- *SMB:* Small Business.

- *STG:* A: State Government.

- *TCC:* U: Tribally Controlled College.

- *TTG:* C: City or Township Government.

- *UTP:* F: U.S. Territory or Possession.

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

Attribute Types Page

Use the Attribute Types page (GM_ATTRIBUTE_CODE) to add and define values that are specific to the institution.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Attribute Types**

This example illustrates the fields and controls on the Attribute Types page. You can find definitions for the fields and controls later on this 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, Supplier,* or *All.* Store the information either as a numeric value or as characters.

PeopleSoft delivers these attribute types with the system:

- *ORG_COMP_CO:* Organizational Component Code.

- *CGRS_DIST:* Congressional District.

- *DUNS:* DUNS Institution Number.

- *SAS:* Same As Sponsor.

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

Audit Types Page

Use the Audit Types page (GM_IN_AUDI_TYPE) to record recent audit engagements in PeopleSoft Grants.

You can also maintain audit engagement type definitions using this page.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Audit Types**

This example illustrates the fields and controls on the Audit Types page. You can find definitions for the fields and controls later on this 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.*

Certifications Page

Use the Certifications page (GM_IN_CERT) to define each required certification.

You can also classify each certification code as it is used at the institution level, the proposal level, or both.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Certifications**

This example illustrates the fields and controls on the Certifications page. You can find definitions for the fields and controls later on this page.

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

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

Budget Item Types Page

Use the Budget Item Types page (GM_BUD_CAT_TYPE) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Budget Item Types**

This example illustrates the fields and controls on the Budget Item Types. You can find definitions for the fields and controls later on this page.

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

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

Field or Control	Description
Map Modular	Select this check box if a budget item type can be used in a modular research grant application.
	Note: If you select the **NIH Modular Grant** check box on the Proposal - General Info page, you can select only the category types that are entered on this page in the Enter Budget Detail pages.

Budget Items Page

Use the Budget Items page (GM_BUD_ITEMS) to define the budget items that you'll use for proposals.

PeopleSoft delivers numerous budget items as system data.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup GM Budget Items**

This example illustrates the fields and controls on the Budget Items page. You can find definitions for the fields and controls later on this page.

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

General Tab

Field or Control	Description
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.

Field or Control	Description
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.

Budgets Page

Use the Budgets page (GM_ACTIVITY) to establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Budget Types**

This example illustrates the fields and controls on the Budgets page. You can find definitions for the fields and controls later on this 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.

Facilities and Administration Rates Page

Use the Facilities and Administration Rates page (GM_FA_RATE_TYPE) to create the F&A rate types that you use for grants processing.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** > **Setup Grants F&A Bases**

This example illustrates the fields and controls on the Facilities and Administration Rates page. You can find definitions for the fields and controls later on this 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.

Facilities and Administration Bases Page

Use the Facilities and Administration Bases page (GM_FA_BASE_DTL) to 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).

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants F&A Bases**

This example illustrates the fields and controls on the Facilities and Administration Bases page. You can find definitions for the fields and controls later on this 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.

CFDA (Catalog for Federal Domestic Assistance) Page

Use the CFDA page (GM_CFDA) to add CFDA information you can use for proposals, awards, and sponsors.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup GM CFDA Information**

This example illustrates the fields and controls on the CFDA page. You can find definitions for the fields and controls later on this page.

Create CFDA (Catalog for Federal Domestic Assistance) detail that you can use for proposals, awards, and sponsors. You can enter Program Titles up to 250 characters in length.

Establishing Sponsor Controls

This topic discusses how to establish sponsor types, levels, program types, forms, and guidelines.

Pages Used to Establish Sponsor Controls

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

Sponsor Types Page

Use the Sponsor Types page (GM_SPNSR_TYPE) to define the categories into which you can organize the sponsors that are associated with grants activities.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup GM Sponsor Types**

This example illustrates the fields and controls on the Sponsor Types page. You can find definitions for the fields and controls later on this 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.*

Sponsor Levels Page

Use the Sponsor Levels page (GM_SPNSR_LEVEL) to define the organizational structures (levels) of the sponsoring agencies that are associated with the institution.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup GM Sponsor Levels**

This example illustrates the fields and controls on the Sponsor Levels page. You can find definitions for the fields and controls later on this 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.

Program Types Page

Use the Program Types page (GM_SPNSR_PROG_TYPE) to maintain institution-defined program types for a sponsor.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Program Types**

This example illustrates the fields and controls on the Program Types page. You can find definitions for the fields and controls later on this 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).

Sponsor Guidelines Page

Use the Sponsor Guidelines page (GM_GUIDELN_DTL) to establish grant-related guidelines.

Identify guidelines at any level of detail that the institution determines to be useful.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup GM Sponsor Guidelines**

This example illustrates the fields and controls on the Sponsor Guidelines page. You can find definitions for the fields and controls later on this page.

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

- *BUYUS*: Purchase American Made Items

- *EQUIP*: Equipment Purchase

- *EXAUT*: Expanded Authorities

- *FLYUS*: Fly American Carriers

- *SALCP*: Salary Cap

- *SAS*: Same As Sponsor

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

Establishing Professional Controls

This topic discusses how to set up professional controls for PeopleSoft Grants using 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.

Pages Used to Establish Professional Controls

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

Define Honors and Awards Page

Use the Define Honors and Awards page (GM_HON_AWARD_TBL) to store core information about honors and awards.

Navigation:

Grants > **Professionals** > **Define Honors and Awards**

This example illustrates the fields and controls on the Define Honors and Awards. You can find definitions for the fields and controls later on this 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.

Define Memberships Page

Use the Define Memberships page (GM_MEMBERSHIP_TBL) to store core information about the memberships and associations that are relevant to professionals.

Navigation:

Grants > **Professionals** > **Define Memberships**

This example illustrates the fields and controls on the Define Memberships page. You can find definitions for the fields and controls later on this 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.

Define Publications Page

Use the Define Publications page (PUBLICATION_TBL) to store complete citation information about publications and author names.

Navigation:

Grants > **Professionals** > **Define Publications**

This example illustrates the fields and controls on the Define Publications page. You can find definitions for the fields and controls later on this page.

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

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

Establishing Proposal Controls

This topic discusses how to establish key words, resource types, component definitions, budget items, off-campus locations, and numbering formats for proposals.

Pages Used to Establish Proposal Controls

Page Name	Definition Name	Usage
Proposal Key Words Page	GM_PROP_CTR_KEY	Define key words that are used throughout the PeopleSoft Grants system.
Proposal Resource Types Page	GM_PROP_CTR_RES	Define resource types that you use in proposals.
Proposal Component Page	GM_PROP_CTR_CMP	Define components that are used throughout the PeopleSoft Grants system.
Proposal/Award Purposes Page	GM_CTR_FNCTN	Maintain information about the type and purpose of research that will be conducted for a proposal.

Proposal Key Words Page

Use the Proposal Key Words page (GM_PROP_CTR_KEY) to define key words that are used throughout the PeopleSoft Grants system.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** > **Proposal Keyword** >**Setup GM Proposal Key Words**

This example illustrates the fields and controls on the Proposal Key Words page. You can find definitions for the fields and controls later on this 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.

Proposal Resource Types Page

Use the Proposal Resource Types page (GM_PROP_CTR_RES) to define resource types that you use in proposals.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup GM Proposal Rsrc Types**

This example illustrates the fields and controls on the Proposal Resource Types page. You can find definitions for the fields and controls later on this page.

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

- *ANIMA:* Animal

- *CLINI:* Clinical

- *COMPU:* Computer

- *LABOR:* Laboratory

- *MAJOR:* Major Equipment

- *OFFIC:* Office

- *OTHER:* Other Resources

- *RESOU:* Other Resources (NSF Specific)

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

Proposal Component Page

Use the Proposal Component page (GM_PROP_CTR_CMP) to define components that are used throughout the PeopleSoft Grants system.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Grants Proposal Components**

This example illustrates the fields and controls on the Proposal Component page. You can find definitions for the fields and controls later on this 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.

Proposal/Award Purposes Page

Use the Proposal/Award Purposes page (GM_CTR_FNCTN) to maintain information about the type and purpose of research that will be conducted for a proposal.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Proposal & Award Purpose**

This example illustrates the fields and controls on the Proposal/Award Purposes page. You can find definitions for the fields and controls later on this page.

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

Establishing Milestones

This topic provides an overview of milestones and discusses how to establish milestones using the Milestone Type Definition (GM_MILE_TYPE_DEFN) and the Milestone Status (GM_MILE_STATUS) components.

Pages Used to Establish Milestones

Page Name	Definition Name	Usage
Milestone Type/Code Page	GM_MILE_TYPE_DEFN	Define milestone types and codes for a SetID.
Milestone Status Page	GM_MILE_STATUS	Define milestone statuses for a SetID.

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.

Milestone Type/Code Page

Use the Milestone Types/Code page (GM_MILE_TYPE_DEFN) to define milestone types and codes for a SetID.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Milestone Types**

This example illustrates the fields and controls on the Milestone Type/Code page. You can find definitions for the fields and controls later on this 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.

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

Field or Control	Description
Initial Status	Select the initial status to be assigned to the milestone type when an award is generated.

Milestone Status Page

Use the Milestone Status page (GM_MILE_STATUS) to define milestone statuses for a SetID.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** > **Setup Grants Milestone Status**

This example illustrates the fields and controls on the Milestone Status page. You can find definitions for the fields and controls later on this page.

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

Setting Up the PeopleSoft Grants Forms Printing Solution

This topic provides an overview of forms printing and discusses how to set up forms printing using the Sponsor Form Detail (GM_SP_FORM_DETAIL) component.

Page Used to Set Up the PeopleSoft Grants Forms Printing Solution

Page Name	Definition Name	Usage
Sponsor Forms Page	GM_SP_FORM_DETAIL	Enter the names of the PDF templates that you are using with the PeopleSoft Grants system.

Understanding Forms Printing

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

Usable Forms

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

• Grant Application (PHS-398)

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

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

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

- Federal Financial Report (SF-425)

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

Forms Downloads from Sponsor Websites

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

Use the "URL Maintenance Page" (Approval Framework) to enter the location where you placed the forms in the **URLID** 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/.

Related Links
Submitting Proposals

Sponsor Forms Page

Use the Sponsor Forms page (GM_SP_FORM_DETAIL) to enter the names of the PDF templates that you are using with the PeopleSoft Grants system.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup GM Sponsor Forms**

Sponsor Forms page

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

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

Chapter 6

Setting Up and Maintaining PeopleSoft Grants Information

Setting Up and Maintaining Institutions

This topic provides an overview of institutional information, and discusses how to set up and maintain institutions.

Pages Used to Set Up and Maintain Institutions

Page Name	Definition Name	Usage
Institution - Name Page	GM_INSTITUTION	Establish the institution name.
Institution - Information Page	GM_IN_INFO	Establish institution information.
Institution - Attributes Page	GM_IN_ATTRIB	Establish institution attributes. The data elements that you enter on this page appear on sponsor forms and reports.
Institution - Address Page	GM_IN_ADDRESS	Establish the institution address. You can assign multiple location addresses to the institution.
Institution Electronic Address Page	GM_IN_ADDR_E	Enter email and uniform resource locator (URL) information for the institution. See Institution - Address Page
Institution - Contacts Page	GM_IN_CONTACTS	Establish institution contacts. You can enter contact- and approval-level information for the individuals who are involved in the grants process at the institution.
Facilities Admin Rates Page	GM_IN_FACILT_ADMIN	Establish institution F&A rates.
Fringe Rates Page	GM_IN_FRIN_RATE	Establish institution fringe rates.

Page Name	Definition Name	Usage
Certifications/Compliance Page	GM_IN_CERT_COMPL	Establish institution certifications and compliances. This includes all institution-related compliance submissions, including cost accounting standard compliance submissions and federal demonstration project compliance.
Certifications/Compliance Page	GM_IN_CERT_SEC2	Enter comments about the certifications and compliances.
Audits Page	GM_IN_AUDIT	Establish institution audit information. This includes historical audit engagement records, related alerts, and resolutions.

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.

Institution - Name Page

Use the Institution - Name page (GM_INSTITUTION) to establish the institution name.

Navigation:

Grants > **Institutions** >**Institution General Info**

This example illustrates the fields and controls on the Institution - Name page. You can find definitions for the fields and controls later on this 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: PeopleTools PeopleBook: Security Administration

Institution - Information Page

Use the Institution - Information page (GM_IN_INFO) to establish institution information.

Navigation:

Grants > **Institution** > **Institution General Info** > **Information**

This example illustrates the fields and controls on the Institution - Information page. You can find definitions for the fields and controls later on this page.

Enter budget default information.

Field or Control	Description
Reports To	Use this field when the institution establishes multiple institutional entities in the system, and one of the entities reports to the other. Values come from the Sponsor and Customer tables.
Federal EIN (Federal Employer Identification Number)	Enter the employer identification number that the United States government issued to the institution.
NIH IPF (National Institutes of Health institutional profile file)	Enter the identification number that the National Institutes of Health issued to the institution.
DHHS Entity ID (Department of Health and Human Services entity identification)	Enter the institution's identification number that the U.S. government's Department of Health and Human Services agency issued to the institution.
Accounting Basis	Select either *Accrual* or *Cash.*
Cost of Living and **Institution Base**	Enter a percentage, and then select a base type such as *MTDC* (modified total direct cost). These fields establish budget default options for the institution.
Type	Select the type of institution that you are establishing. You can have more than one institution type.
Specification	Enter an institution type if you selected a type of *Other.*
Women Owned	Select if the institution is women owned. This field is available when the type is *Small Business.*

Field or Control	Description
Socially and Economically Disadvantaged	Select if the institution is socially and economically disadvantaged. This field is available when the type is *Small Business*.

Related Links
Establishing Institution Controls

Institution - Attributes Page

Use the Institution - Attributes page (GM_IN_ATTRIB) to establish institution attributes.

The data elements that you enter on this page appear on sponsor forms and reports.

Navigation:

Grants > **Institution** > **General Information** > **Attributes**

This example illustrates the fields and controls on the Institution - Attributes page. You can find definitions for the fields and controls later on this page.

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

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

Field or Control	Description
Value	Enter a value (numeric, character, or both) to represent the attribute that you selected. You can enter an attribute value up to 80 characters in length. If the Attribute Type is DUNS, then enter the institutions nine-character DUNS number. This is a required field for the Federal Financial Report.

Related Links
Establishing Institution Controls

Institution - Address Page

Use the Institution - Address page (GM_IN_ADDRESS) to establish the institution address.

You can assign multiple location addresses to the institution.

Navigation:

Grants > **Institution** > **General Information** > **Address**

This example illustrates the fields and controls on the Institution - Address page. You can find definitions for the fields and controls later on this 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.

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

Related Links

"Setting Up Locations" (Application Fundamentals)

Institution - Contacts Page

Use the Institution - Contacts page (GM_IN_CONTACTS) to establish institution contacts.

You can enter contact- and approval-level information for the individuals who are involved in the grants process at the institution.

Navigation:

Grants > **Institution** > **Institution Contacts**

This example illustrates the fields and controls on the Institution - Contacts page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Unlimited Threshold	Select if the contact can authorize unlimited sums of money.
Threshold Amount	Enter a specific maximum monetary amount that the individual has authority to approve.
Legally Bind Institution	Select if the contact's signature legally binds the institution.

Related Links

Setting Up and Maintaining Professional Data

Facilities Admin Rates Page

Use the Facilities Admin Rates page (GM_IN_FACILT_ADMIN) to establish institution F&A rates.

Navigation:

Grants > **Institution** > **Institution F&A Rates**

This example illustrates the fields and controls on the Facilities Admin Rates page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Related Links
Establishing Institution Controls

Fringe Rates Page

Use the Fringe Rates page (GM_IN_FRIN_RATE) to establish institution fringe rates.

Navigation:

Grants > **Institution** >**Institution Fringe Rates**

This example illustrates the fields and controls on the Fringe Rates page. You can find definitions for the fields and controls later on this page.

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

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

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

Field or Control	Description
Federal	Select to designate that the fringe rate type is Federal.
Rate Percentage	Enter the percentage at which to calculate fringe benefits for the rate type.
Rate Type	Select a value from the list. Values are *Faculty, Other, Regular,* and *Temporary.*
Currency	Select the currency that you want the system to use to calculate the fringe rate.
Annual Amount	If fringe benefits are calculated annually, enter an amount. The institution's fringe rates operate during the proposal preparation phase as defaults that are associated with employee classifications for budgeting.

Certifications/Compliance Page

Use the Certifications/Compliance page (GM_IN_CERT_COMPL) to establish institution certifications and compliances.

This includes all institution-related compliance submissions, including cost accounting standard compliance submissions and federal demonstration project compliance.

Navigation:

Grants > **Institution** > **Institution Certs & Compliance**

This example illustrates the fields and controls on the Certifications/Compliance page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Related Links

Establishing Institution Controls

Audits Page

Use the Audit page (GM_IN_AUDIT) to establish institution audit information.

This includes historical audit engagement records, related alerts, and resolutions.

Navigation:

Grants > **Institution** >**Define Institution Audits**

This example illustrates the fields and controls on the Audits page. You can find definitions for the fields and controls later on this 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.

Related Links

Establishing Institution Controls

Setting Up and Maintaining Sponsored Projects

This topic provides an overview of sponsored projects setup and maintenance, and discusses how to set up and maintain the sponsored projects office (SPO) using the Sponsored Projects Office (GM_SPO_OFFICIAL) component.

Page Used to Set Up and Maintain Sponsored Projects Office

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

Understanding Sponsored Projects Setup and Maintenance

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

Sponsored Projects Office Page

Use the Sponsored Projects Office page (GM_SPO_OFFICIAL) to set up and maintain the sponsored projects office.

Enter a description, employee contact, and authorized representative information for the SPO.

Navigation:

Grants > **Sponsored Projects Office** > **General Information**

This example illustrates the fields and controls on the Sponsored Projects Office page. You can find definitions for the fields and controls later on this page.

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

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

Setting Up and Maintaining Departments

This topic provides an overview of department setup and maintenance, and discusses how to set up and maintain departments using the Department Profile (DEPARTMENT_PROFILE) and Department Contacts (GM_DEPT_CONTACTS) components

Pages Used to Set Up and Maintain Departments

Page Name	Definition Name	Usage
Department - Department Page	GM_DEPARTMENT	Display grants information on the colleges, departments, divisions, and other defined units for the institution.
Department - Address Page	GM_DEPT_ADDRESS	Establish the primary department location for the grants administration process at the institution.
Department - Attribute Page	GM_DEPT_ATTRIBUTE	Select the data elements that appear on sponsor forms and reports.

Page Name	Definition Name	Usage
Contacts Page	GM_DEPT_CONTACTS	Enter contact information about the individuals who are associated with a specific department. The institution uses this information for proposal and award processing.

Understanding Department Setup and Maintenance

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

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

- PeopleSoft departments are organized by SetID; SetIDs are the labels that PeopleSoft software uses to identify a tableset.

- You can create tablesets for the setup tables to share control table data among multiple business units and minimize redundant tasks.

- The structure and features of the delivered PeopleSoft General Ledger departments enable institutions to maintain PeopleSoft Grants data and financial information for a department (college, division, department).

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

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

- PeopleSoft software uses the terms *department* and *unit* interchangeably (the departmental entity in PeopleSoft software represents a broader scope than the traditional university department).

- An entity within the institution that tracks expenses and revenues can also be an entity that receives funds through proposals and awards.

- An entity that receives sponsored funding can also be an entity against which transactions are reported.

Related Links

"Understanding ChartField Summarization with Trees" (Application Fundamentals)

Department - Department Page

Use the Department - Department page (GM_DEPARTMENT) to display grants information on the colleges, departments, divisions, and other defined units for the institution.

Navigation:

Grants > **Departments** >**Department General Information**

This example illustrates the fields and controls on the Department - Department page. You can find definitions for the fields and controls later on this 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.

Related Links

"Understanding PeopleSoft ChartField Configuration" (Application Fundamentals)
"Entering and Maintaining ChartField Values" (Application Fundamentals)

Department - Address Page

Use the Department - Address page (GM_DEPT_ADDRESS) to establish the primary department location for the grants administration process at the institution.

Navigation:

Grants > **Departments** > **General Information** > **Address**

This example illustrates the fields and controls on the Department - Address page. You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
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.

Related Links

"Setting Up Locations" (Application Fundamentals)

Department - Attribute Page

Use the Department - Attribute page (GM_DEPT_ATTRIBUTE) to select the data elements that appear on sponsor forms and reports.

Navigation:

Grants > **Departments** > **General Information** > **Attribute**

This example illustrates the fields and controls on the Department - Attribute page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

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

Related Links
Establishing Institution Controls

Contacts Page

Use the Contacts page (GM_DEPT_CONTACTS) to enter contact information about the individuals who are associated with a specific department.

The institution uses this information for proposal and award processing.

Navigation:

Grants > **Departments** >**Department Contacts**

This example illustrates the fields and controls on the Contacts page. You can find definitions for the fields and controls later on this page.

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

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

Field or Control	Description
Unlimited Threshold	Select if the contact has unlimited authority to sign or approve contracts.
Threshold Amount	Enter the maximum monetary amount for which the contact can sign or approve a contract. The institution can use this level to determine workflow for monetary or legally binding reviews.
Legally Bind Institution	Select if the contact's signature legally binds the institution.

Related Links

Setting Up and Maintaining Institutions

Setting Up and Maintaining Sponsors

This topic provides overviews of sponsor setup and maintenance, sponsor guidelines, and Letter of Credit processing, and discusses how to set up and maintain sponsors.

Pages Used to Set Up and Maintain Sponsors

Page Name	Definition Name	Usage
Sponsor - General Info Page	CUST_GENERAL1	Add or review a customer's name and level information and assign associated roles.
Sponsor - Details Page	GM_SPNSR	Enter and maintain PeopleSoft Grants-specific billing information about a sponsor.
Sponsors - Attributes Page	GM_SP_ATTRIB	Select data elements to appear on sponsor forms and reports.
Sponsors - Bill To Options Page	CUST_BILLTO_OPT	Enter billing information.
Sponsors - Ship To Options Page	CUST_SHIPTO_OPT1	Enter customer information for the ship to customer.
Sponsors - Sold To Options Page	CUST_SOLDTO_OPT	Enter or select various sold to and pricing options.

Page Name	Definition Name	Usage
Sponsor - Miscellaneous General Info Page	CUST_GENERAL_MISC	Enter the customer's web address, currency code, rate type, and support team code.
Sponsors - Forms Page	GM_SP_FORMSUSED	Link a sponsor to multiple form IDs, form names, form descriptions, and form transmission codes that you have established on the forms control table.
Sponsors - Facilities Admin Rates Page	GM_SP_FACILT_ADMIN	Assign multiple F&A rate types and rate percentages to a sponsor.
Sponsors - Guidelines page	GM_SP_GUIDELINE	Link a sponsor to one or more guidelines.
Sponsors - Budget Items Page	GM_SP_BUD_CAT	Associate a sponsor with specific budget items.
Sponsor Website Setup Page	GM_SPN_URL_SETUP	Configure sponsor URL links. The links appear on the Sponsor Websites page.
Sponsor Websites Page	GM_SPN_URL	View sponsor URL links and use links to access sponsor web pages.

Understanding Sponsor Setup and Maintenance

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

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

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

  This enables all PeopleSoft Grants users to view only PeopleSoft Grants-applicable sponsors rather than all customers and sponsors.

- You can populate and administer proposals, awards, forms, reports, and billings after you capture sponsor data.

- The institution can determine sponsor and subsponsor relationships and levels.

- If a sponsor allows proposals with multiple principle investigators and co-principle investigators, then you must indicate this when setting up the sponsor.

Understanding Sponsor Guidelines

Sponsor guidelines are special notations, limits, or rules that a sponsor may have regarding how you can use their funds when they are awarded. The institution can determine the level of detail for sponsor

guidelines (for example, whether specific guidelines exist for each cost category or one guideline exists that includes a list of cost categories). The processing implications of sponsor guidelines are implementation-specific.

Here are some guidelines that you can use for sponsors:

- Expanded Authorities.

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

- Salary Cap.

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

- Fly American Carriers.

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

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

Understanding Letter of Credit Processing on the Sponsor Component

Some sponsors grant institutions funding through a Letter of Credit (LOC). To help track multiple LOC numbers, associate the LOC with its associated draw type, and populate the Contract - Billing Options (Billing Plan General) page with the correct LOC ID during award generation, PeopleSoft Grants provides Letter of Credit processing options on the Sponsor component. The Letter of Credit processing options ensure accurate contract defaulting for draw generation in billing.

See:

Sponsor - Details Page

"Billing Options Page" (PeopleSoft Contracts)

Sponsor - General Info Page

Use the Sponsor - General Info (general information) page (CUST_GENERAL1) to add or review a customer's name and level information and assign associated roles.

Navigation:

Grants > **Sponsors** >**Sponsor General Information**

This example illustrates the fields and controls on the General Info page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Grants Management Sponsor	Select to designate this sponsor as a PeopleSoft Grants sponsor.

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

Contract Options

Field or Control	Description
Hold Billing on Unpaid Cost	Select this check box to place billing transactions on hold. This check box will be deselected by default. This check box selection will default to the contract.

Related Links

"Adding General Customer Information" (PeopleSoft Order to Cash Common Information)

Sponsor - Details Page

Use the Sponsor - Details page (GM_SPNSR) to enter and maintain PeopleSoft Grants-specific billing information about a sponsor.

Navigation:

Grants > **Sponsors** > **General Information** > **Details**

This example illustrates the fields and controls on the Sponsor - Details page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
CFDA Number (Catalog of Federal Domestic Assistance number)	Enter the number of the CFDA program. This number relates only to federal domestic assistance awards (or pass throughs).
Cost of Living Increase Pct (cost-of-living increase percentage)	Enter the percentage by which cost-of-living expenses should increase. Use this field when a budget is prepared for a proposal that is sent to the sponsor.
Sponsor Base	Select the base rate upon which you want to calculate F&A. Values include *Animal* (animal care costs), *MTDC* (modified total direct costs), *S&W* (salaries and wages), and *TDC* (total direct costs). The sponsor base is the F&A base type that is supplied by default to the proposal and award pages for the calculation of F&A amounts.
Sponsor Salary Cap	You define the salary cap amount on the Details page of the sponsor. Select or enter all PeopleSoft Grants-specific billing information about the sponsor and select all options that apply. When you set up the proposal budget, use the cost-of-living-increase percentage and sponsor base that you enter here. When you are in the Personnel Detail page and enter the salary information, the total salary is computed. After the total salary is determined, the system verifies whether that amount is more than the salary cap that is defined for this sponsor. If total salary amount is more than the salary cap, the user receives a warning message.
Allow CO-PI's (allow co-principal investigators)	Select to allow co-principal investigators if the sponsor allows CO-PI's. Some sponsors do not recognize the CO-PI role. By selecting or deselecting this check box, you control whether the CO-PI role is displayed or hidden on the drop-down list box of the Proposal page.
Allow Multiple PI's (allow multiple principal investigators)	Select to allow multiple principal investigators (PI's). When this check box is selected, the **Allow Multiple PI's** field is available on the Proposal page.
Show Indirect Expenses on FFR	Select this check box if the sponsor requires the indirect expense section of the FFR to be populated, when you run the FFR for awards associated to this sponsor.

Letter of Credit Details

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

Field or Control	Description
Letter of Credit Sponsor	If you select the **Letter of Credit** check box, select a sponsor to associate with the Letter of Credit. 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.
DEIU Map ID(Data Export Import Utility Map ID)	Select the DEIU map ID (mapping) used to process the Sponsor file upload. PeopleSoft delivers two maps: • *CA_DHHS_PMS_FILE_IMPORT* (DHHS PMS File Import Mapping): Select this value for a Department of Health and Human Services payment management system. • *CA_NSF_ACM_FILE_IMPORT* (NSF ACM File Import Mapping): Select this value for a National Science Foundation award cash management service) system. This field is used by the *FS_MAP_PR* application engine (upload) process for the Sponsor letter of credit file. This field is available for editing only when the sponsor and Letter of Credit sponsor are the same. See: "Importing Sponsor Letter of Credit Data" (PeopleSoft Contracts) "Understanding the Data Export Import Utility" (Application Fundamentals)

Letter of Credit Info (Information)

Field or Control	Description
LOC Number	If you select the **Letter of Credit** check box, enter the LOC number (sponsor assigned PIN number) that is associated with the selected sponsor and the particular draw type.
Comments	Enter a description for the LOC PIN number to help identify the correct LOC number for selection in the PeopleSoft Contracts application.

Field or Control	Description
Type	Select the draw type for the selected LOC.

Available options are:

• Detailed

• Pooled |
| Primary | Select this option to indicate that the selected LOC is the principal ID that should be used to populate the Contract - Billing Options and Billing Plan General pages during award generation. |
| Status | Select a status for the LOC.

You cannot select Inactive for a primary LOC. |

Related Links
Establishing Sponsor Controls

Sponsors - Attributes Page

Use the Sponsor - Attributes page (GM_SP_ATTRIB) to select data elements to appear on sponsor forms and reports.

Navigation:

Grants > **Sponsors** > **General Information** > **Attributes**

This example illustrates the fields and controls on the Sponsors - Attributes page. You can find definitions for the fields and controls later on this page.
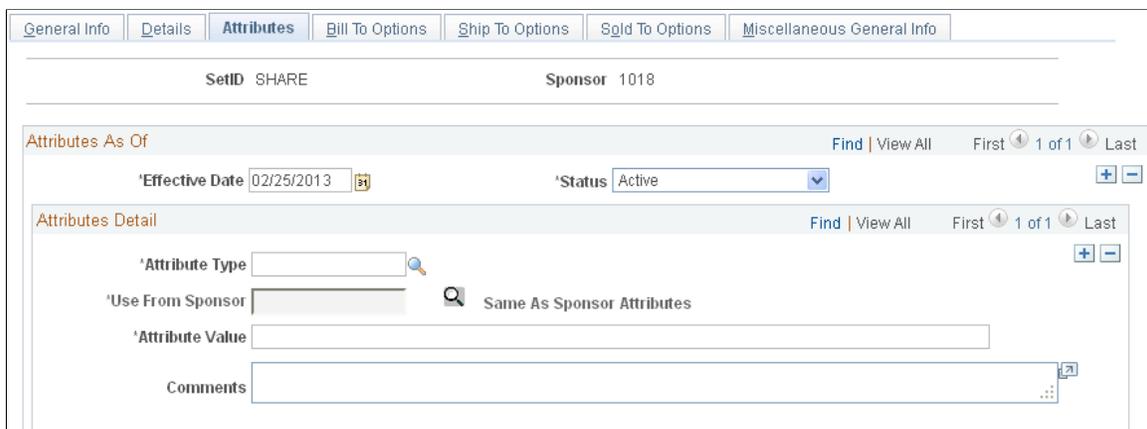
Select the data elements that you want to appear on sponsor forms and reports.

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

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

You can enter an attribute value up to 80 characters in length.

To use another sponsor's attribute information:

1. Select *Same as Sponsor* as the attribute code.

2. Select a sponsor from the **Use From Sponsor** field.

3. Click the **Same As Sponsor Attributes** button.

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

To use attribute information that is not from another sponsor:

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

2. Complete the **Attribute Value** and **Comments** fields.

Related Links
Establishing Sponsor Controls

Sponsors - Bill To Options Page

Use the Sponsor - Bill To Options page (CUST_BILLTO_OPT) to enter billing information.

Navigation:

Grants > **Sponsors** > **General Information** > **Bill To Options**

This example illustrates the fields and controls on the Sponsors - Bill To Options page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Sponsors - Bill To Options page (2 of 2). You can find definitions for the fields and controls later on this page.

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

Related Links

"Adding General Customer Information" (PeopleSoft Order to Cash Common Information)

Sponsors - Ship To Options Page

Use the Sponsor - Ship To Options page (CUST_SHIPTO_OPT1) to enter customer information for the ship to customer.

Navigation:

Grants > **Sponsors** > **General Information** > **Ship To Options**

This example illustrates the fields and controls on the Sponsors - Ship To Options page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Sponsors - Ship To Options page (2 of 2). You can find definitions for the fields and controls later on this page.

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

Related Links

"Adding General Customer Information" (PeopleSoft Order to Cash Common Information)

Sponsors - Sold To Options Page

Use the Sponsor - Sold To Options page (CUST_SOLDTO_OPT) to enter or select various sold to and pricing options.

Navigation:

Grants > **Sponsors** > **General Information** > **Sold To Options**

This example illustrates the fields and controls on the Sponsors - Sold To Options page. You can find definitions for the fields and controls later on this page.

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

Related Links

"Adding General Customer Information" (PeopleSoft Order to Cash Common Information)

Sponsor - Miscellaneous General Info Page

Use the Sponsor - Miscellaneous General Info (miscellaneous general information) page (CUST_GENERAL_MISC) to enter the customer's web address, currency code, rate type, and support team code.

Navigation:

Grants > **Sponsors** > **General Information** > **Miscellaneous General Info**

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

Related Links

"Adding General Customer Information" (PeopleSoft Order to Cash Common Information)

Sponsors - Forms Page

Use the Sponsors - Forms page (GM_SP_FORMSUSED) to link a sponsor to multiple form IDs, form names, form descriptions, and form transmission codes that you have established on the forms control table.

Navigation:

Grants > **Sponsors** >**Update Sponsor Related Forms**

This example illustrates the fields and controls on the Sponsors - Forms page. You can find definitions for the fields and controls later on this page.

To use the same forms as another sponsor:

1. Select *Same As Sponsor* from the **Form Identification** field.

2. Select a sponsor from the **Use From Sponsor** field.

3. Click the **Same As Sponsor Forms** button.

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

To use forms that are not from another sponsor:

1. Select a form identification other than *Same As Sponsor.*

2. Select the method by which to transmit the form.

3. Enter a description.

4. To add more forms, insert a row and repeat steps 1 to 3.

Related Links
Establishing Sponsor Controls

Sponsors - Facilities Admin Rates Page

Use the Sponsors - Facilities Admin Rates (sponsor facilities and administration rates) page (GM_SP_FACILT_ADMIN) to assign multiple F&A rate types and rate percentages to a sponsor.

Navigation:

Grants > **Sponsors** >**Sponsor F&A Rates**

This example illustrates the fields and controls on the Sponsors - Facilities Admin Rates page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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.

Related Links

Establishing Institution Controls

Sponsors - Guidelines page

Use the Sponsors - Guidelines page (GM_SP_GUIDELINE) to link a sponsor to one or more guidelines.

Navigation:

Grants > **Sponsors** >**Upd Sponsor Guidelines**

This example illustrates the fields and controls on the Sponsors - Guidelines page. You can find definitions for the fields and controls later on this page.
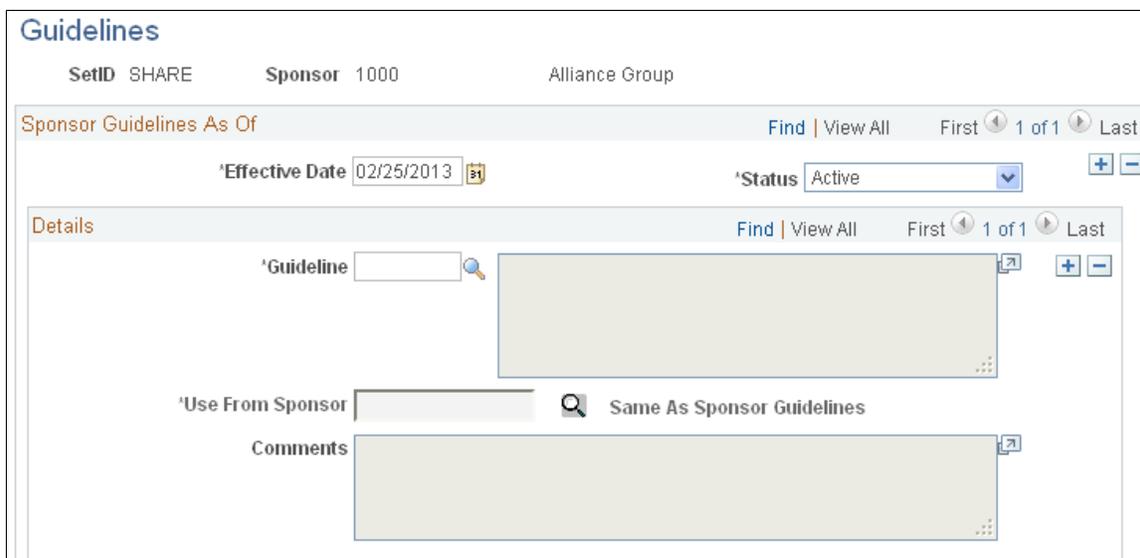
Select an effective date and status for each guideline.

To use the guidelines of another sponsor:

1. Select *Same As Sponsor* as the guideline.

2. Select a sponsor from the **Use From Sponsor** field.

3. Click the **Same As Sponsor Guidelines** button.

Guideline information appears in the lower region of the page.

To use guidelines that are not from another sponsor:

1. Select a guideline other than *Same As Sponsor*.

2. Enter a description.

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

Related Links
Establishing Sponsor Controls

Sponsors - Budget Items Page

Use the Sponsors - Budget Items page (GM_SP_BUD_CAT) to associate a sponsor with specific budget items.

Navigation:

Grants > **Sponsors** >**Sponsor Budget Items**

This example illustrates the fields and controls on the Sponsors - Budget Items page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Related Links

Establishing Institution Controls

Sponsor Website Setup Page

Use the Sponsor Website Setup page (GM_SPN_URL_SETUP) to configure sponsor URL links.

The links appear on the Sponsor Websites page.

Navigation:

Setup Financials/Supply Chain > Product Related > Grants > Setup GM Sponsor Websites

This example illustrates the fields and controls on the Sponsor Website Setup page. You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
Use Description	Select if you want the description to appear on the Sponsor Websites page instead of the URL.

Sponsor Websites Page

Use the Sponsor Websites page (GM_SPN_URL) to view sponsor URL links and use links to access sponsor web pages.

Navigation:

Grants > **Sponsor Websites**

This example illustrates the fields and controls on the Sponsor Websites page. You can find definitions for the fields and controls later on this page.

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

Setting Up and Maintaining Professional Data

This topic provides an overview of professional data setup and maintenance, lists a prerequisite, and discusses how to set up and maintain professional data.

Pages Used to Set Up and Maintain Professional Data

Page Name	Definition Name	Usage
Professional Data Page	GM_PERS_DATA	Enter professional personal information for new or existing employees.
Job Data Page	GM_JOB_DATA1	Store basic information about an employee's current job.

Page Name	Definition Name	Usage
Employment Page	GM_JOB_DATA2	Store basic information about an employee's employment status.
Advisor/Advisee Page	GM_ADVISOR_ADVISEE	Establish and maintain advisor and advisee relationships.
Collaboration Page	GM_PERS_COLLAB	Store a list of persons, including their organizational affiliations, who have collaborated with a professional on a book, article, report, paper, patent, copyright, software system, or other project.
Education Page	GM_PERS_EDUCATION	Enter educational information about a professional, such as degrees earned, grade point average, majors, and schools.
Experience Page	GM_PERS_WORK_EXP	Track the previous employment history, field experience, laboratory experience, and training for the professional.
Honors and Awards Page	GM_HONORS_AWARDS	Enter multiple grantors for the same honor or award.
Key Words Page	GM_PERS_KEYWORD	Associate key words that are contained in the key word control table with individual professionals.
Languages Page	LANGUAGES_NTR	Track the language competencies of professionals.
Licenses/Certifications Page	GM_LIC_CERTS	Track the licenses and certifications of professionals.
Memberships Page	GM_MEMBERSHIPS	Associate relevant memberships and associations with professionals.
Names Page	NAMES	Enter the name of the professional to whom the proposal is sent by default.
Publications Page	GM_PERS_PUBLISH	Associate relevant publications with a professional.

Understanding Professional Data Setup and Maintenance

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

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

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

Prerequisite

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

Related Links

Establishing Professional Controls

PeopleSoft Human Resources Management

Professional Data Page

Use the Professional Data page (GM_PERS_DATA) to enter professional personal information for new or existing employees.

Navigation:

Grants > **Professionals** >**Professional Name & Address**

This example illustrates the fields and controls on the Professional Data page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Professional Data page (2 of 2). You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Empl ID (employee ID)	When you add a new employee to the system, you must provide an employee ID. The system does not assign a new ID.
Gender	Select the gender of the professional whom you are adding to the system. The default value is *Unknown* when you add a new employee to the system.
Personnel Status	Select the personnel status of the professional whom you are adding to the system. The default value is *Employee* when you add a new employee to the system.
Name	Enter the person's name in this format: last name, first name middle initial. For example, to enter John M. Smith, type Smith,John M.
Mar Status (marital status)	Select the marital status of the professional whom you are adding to the system. The default value is *Single* when you add a new employee to the system.
NID Type (national identity type)	Select the person's national identity type. In the United States, this is the person's social security number.
Eligible PI (eligible principal investigator) and **Howard Hughes Member**	Select the check boxes that apply. These are PeopleSoft Grants-specific fields that are maintained entirely on the PeopleSoft Grants table through the Professional Data page.
Workflow Eligible	Select to make the person eligible to receive the worklist during the Proposal approval process. This field can be overwritten at the Proposal level.

Field or Control	Description
Pre Award Administrator	Select this check box to qualify the person as a pre-award administrator (the primary contact during proposal generation). When you select this check box, the person appears as an option for pre-award administrator.
Post Award Administrator	Select this check box to qualify the person as a post-award administrator. When you select this check box, the person appears as an option for the Post Award Administrator field on the Award – Award page.
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.

Job Data Page

Use the Job Data page (GM_JOB_DATA1) to store basic information about an employee's current job.

Navigation:

Grants > **Professionals** > **Professional Job & Employment**

This example illustrates the fields and controls on the Job Data page. You can find definitions for the fields and controls later on this page.

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

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

Field or Control	Description
Employee Classification	Select how the institution classifies the employee. Values are *Administrator, Consultant, Faculty, Laboratory Technician,* and *Student.*
Effective Sequence	Enter a number to establish the sequencing scheme for the data that you are entering. For example, if this is the first employee record, enter *1* or *10.*
Action and **Reason Code**	Select an action to indicate why a change in job status occurred. Values may include *Assignment, Data Change, Family Change, Job Reclassification, Layoff, Pay Rate Change, Probation, Promotion, Retirement, Short Term Disability with Pay,* and *Termination.* Associated with each action is a list of codes that explain the reason for taking the action. Select a reason code.
Unit	The business unit that you select here determines the tableset sharing that is associated with the employee and controls the prompt tables and values for the **Department, Job Code,** and **Location** fields throughout the system.
Currency, Compensation Frequency, and **Compensation Rate**	Enter or select the frequency, rate, and currency in which the employee gets paid.

Employment Page

Use the Employment page (GM_JOB_DATA2) to store basic information about an employee's employment status.

Navigation:

Grants > **Professionals** > **Professional Job & Employment** > **Employment**

This example illustrates the fields and controls on the Employment page. You can find definitions for the fields and controls later on this 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.

Advisor/Advisee Page

Use the Advisor/Advisee page (GM_ADVISOR_ADVISEE) to establish and maintain advisor and advisee relationships.

Navigation:

Grants > **Professionals** > **Upd Advisor & Advisee Info**

This example illustrates the fields and controls on the Advisor/Advisee page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Collaboration Page

Use the Collaboration page (GM_PERS_COLLAB) to 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.

Navigation:

Grants > **Professionals** >**Upd Professional Collaboration**

This example illustrates the fields and controls on the Collaboration page. You can find definitions for the fields and controls later on this page.

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

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

Field or Control	Description
Sequence	The system assigns a number, but you can modify it if necessary (this would affect the order in which the collaborators appear on the proposal). Note: Modifications to the system-assigned numbers may disrupt the auto-numbering sequence that Oracle delivers with the system.
Type	Select the type of collaboration. Values are *Article, Book, Paper, Patent, Proposal, Report, Research,* and *Software System.*
Start Date and End Date	Select the start and end dates of the collaboration. These dates may be the same if the collaboration took place over a one-day period.

Education Page

Use the Education page (GM_PERS_EDUCATION) to enter educational information about a professional, such as degrees earned, grade point average, majors, and schools.

Navigation:

Grants > **Professionals** > **Education**

This example illustrates the fields and controls on the Education page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Experience Page

Use the Experience page (GM_PERS_WORK_EXP) to track the previous employment history, field experience, laboratory experience, and training for the professional.

Navigation:

Grants > **Professionals** >**Upd Professional Experience**

This example illustrates the fields and controls on the Experience page. You can find definitions for the fields and controls later on this 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.

Honors and Awards Page

Use the Honors and Awards page (GM_HONORS_AWARDS) to enter multiple grantors for the same honor or award.

Navigation:

Grants > **Professionals** >**Professional Honors & Awards**

This example illustrates the fields and controls on the Honors and Awards page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Honor/Award	Select an honor or award. Values come from the Honor/Award control table.
Date Received	Select the date that the honor or award was received. The same honor or award can be awarded by multiple grantors, but not on the same date.
Grantor, Reason Conferred, and Comment	Enter the person or institution that granted the honor or award, the reason that it was conferred, and any comments.

Related Links

Establishing Professional Controls

Key Words Page

Use the Key Words page (GM_PERS_KEYWORD) to associate key words that are contained in the key word control table with individual professionals.

Navigation:

Grants > **Professionals** >**Professional Key Words**

This example illustrates the fields and controls on the Key Words page. You can find definitions for the fields and controls later on this page.
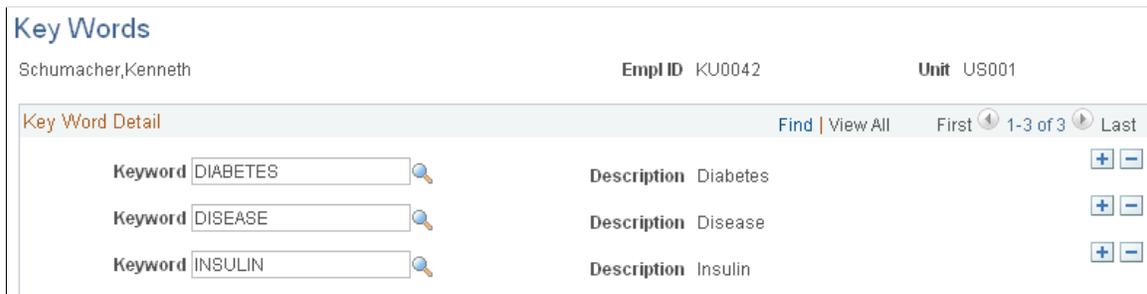
Field or Control	Description
Key Word	Select the key words that you want to associate with the professional. Use key words to track professionals by subject. Professionals can have multiple key words.

Related Links

Establishing Proposal Controls

Languages Page

Use the Languages page (LANGUAGES_NTR) to track the language competencies of professionals.

Navigation:

Grants > **Professionals** >**Professional Languages**

This example illustrates the fields and controls on the Languages page. You can find definitions for the fields and controls later on this 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.

Field or Control	*Description*
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.

Licenses/Certifications Page

Use the Licenses/Certifications page (GM_LIC_CERTS) to track the licenses and certifications of professionals.

Navigation:

Grants > **Professionals** > **Professional Licenses & Certs**

This example illustrates the fields and controls on the Licenses/Certifications page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
License/Certif Code (license or certification code)	Select a license or certification code from the list. You must first establish the values for this field in the Memberships Associations control table during setup.
License Verified	Select to indicate that you have verified the license.
Renewal in Progress	Select to indicate that the professional is renewing the license or certificate.

Memberships Page

Use the Memberships page (GM_MEMBERSHIPS) to associate relevant memberships and associations with professionals.

Navigation:

Grants > **Professionals** > **Professional Memberships**

This example illustrates the fields and controls on the Memberships page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Organization	Select an organization from the list. You must first establish the values for this field in the Memberships Associations control table during setup.
Issue Date	Select the date that the professional's membership in the organization became effective.
Memb./Assoc. Type (membership or association type)	Enter the type of membership or association, such as *Honorary Member.*
Position Held	Enter the position that the professional held with the organization. Professionals can have multiple associations, memberships, and positions within the organizations.
Begin Date and **End Date**	Select the begin and end dates for the position that the professional holds or has held.

Related Links

Establishing Professional Controls

Names Page

Use the Names page (NAMES) to enter the name of the professional to whom the proposal is sent by default.

Navigation:

Grants > **Professionals** >**Upd Professional Names**

This example illustrates the fields and controls on the Names page. You can find definitions for the fields and controls later on this 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.

Publications Page

Use the Publications page (GM_PERS_PUBLISH) to associate relevant publications with a professional.

Navigation:

Grants > **Professionals** >**Professional Publications**

This example illustrates the fields and controls on the Publications page. You can find definitions for the fields and controls later on this page.

You can modify this page each time a professional writes a new publication. This page maintains a complete bibliography for each professional who is in the system. When you prepare a proposal, you can select some or all of the listings for inclusion.

Field or Control	Description
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.

Related Links

Establishing Professional Controls

Maintaining Subrecipients

This topic provides an overview of subrecipient setup and discusses how to set up and maintain subrecipient data using the Subrecipients (GM_VENDOR_DATA) component.

Pages Used to Maintain Subrecipients

Page Name	Definition Name	Usage
Subrecipient - Summary Page	VNDR_ID1_SUM	View summary information about the subrecipient.
Subrecipient - Identification Page	VNDR_ID1	Maintain identifying information about the subrecipient who receives funds under a primary award.
Subrecipient - Address Page	VNDR_ADDRESS	Maintain address information about the subrecipient.
Subrecipient - Location Page	VNDR_LOC	Maintain location information about the subrecipient.
Subrecipient - Contacts Page	VNDR_CNTCT	Maintain information about the people whom you contact on a regular basis.
Subrecipient - Subrecipient Page	GM_VENDOR_ID	Add subrecipient-specific information that is not part of the Supplier ID panel.
Subrecipient - Certifications Page	GM_VNDR_CERT_COMPL	Add information about subrecipient certifications.
Subrecipient - Attributes Page	GM_VNDR_ATTRIBUTES	Add information about subrecipient attributes.

Page Name	Definition Name	Usage
Subrecipient - Single Payment Supplier Page	VNDR_DEFL_MASTER	Enter information for single-payment suppliers.
Subrecipient - Federal Page	VNDR_FEDERAL	Specify U.S. federal-only supplier information.

Understanding Subrecipient Setup

Subrecipients receive pass-through funds under a primary award. In the PeopleSoft environment, they are treated similarly to suppliers. Subrecipient records and pages support the grants application process. During the pre-award phase of a proposal, you can enter subrecipient or supplier 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 Supplier pages (select **Supplier** > **Supplier Information** > **Add/Update** > **Supplier**). After you establish this initial information, you must complete the PeopleSoft Grants-specific data using the PeopleSoft Grants subrecipient pages.

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

This information includes:

*   Identifying information that tells you what kind of supplier 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.

Related Links
"Understanding Supplier Maintenance" (PeopleSoft Source to Settle Common Information)

Subrecipient - Summary Page

Use the Subrecipient - Summary page (VNDR_ID1_SUM) to view summary information about the subrecipient.

Navigation:

Grants > **Subrecipients** >**Subrecipient General info**

This example illustrates the fields and controls on the Subrecipient - Summary page. You can find definitions for the fields and controls later on this page.

Instructions for viewing subrecipient summary information appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Viewing Summary Supplier Information" (PeopleSoft Source to Settle Common Information)

Subrecipient - Identification Page

Use the Subrecipient - Identification page (VNDR_ID1) to maintain identifying information about the subrecipient who receives funds under a primary award.

Navigation:

Grants > **Subrecipients** > **General Information** > **Identification**

This example illustrates the fields and controls on the Subrecipient - Identification page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Subrecipient - Identification page (2 of 2). You can find definitions for the fields and controls later on this page.

Instructions for establishing subrecipient identifying information appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Supplier Identifying Information" (PeopleSoft Source to Settle Common Information)

Subrecipient - Address Page

Use the Subrecipient - Address page (VNDR_ADDRESS) to maintain address information about the subrecipient.

Navigation:

Grants > **Subrecipients** > **General Information** > **Address**

This example illustrates the fields and controls on the Subrecipient - Address page. You can find definitions for the fields and controls later on this page.

Instructions for entering subrecipient addresses appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Supplier Addresses" (PeopleSoft Source to Settle Common Information)

Subrecipient - Location Page

Use the Subrecipient - Location page (VNDR_LOC) to maintain location information about the subrecipient.

Navigation:

Grants > **Subrecipients** > **General Information** > **Location**

This example illustrates the fields and controls on the Subrecipient - Location page. You can find definitions for the fields and controls later on this page.

Instructions for entering subrecipient locations appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Defining Supplier Locations" (PeopleSoft Source to Settle Common Information)

Subrecipient - Contacts Page

Use the Subrecipient - Contacts page (VNDR_CNTCT) to maintain information about the people whom you contact on a regular basis.

Navigation:

Grants > **Subrecipients** > **General Information** > **Contacts**

This example illustrates the fields and controls on the Subrecipient - Contacts page. You can find definitions for the fields and controls later on this page.

Instructions for entering subrecipient contacts appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Supplier Contact Information" (PeopleSoft Source to Settle Common Information)

Subrecipient - Subrecipient Page

Use the Subrecipient - Subrecipient page (GM_VENDOR_ID) to add subrecipient-specific information that is not part of the Supplier ID panel.

Navigation:

Grants > **Subrecipients** > **General Information** > **Subrecipient**

This example illustrates the fields and controls on the Subrecipient - Subrecipient page. You can find definitions for the fields and controls later on this 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 Supplier component.

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

Field or Control	Description
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).

Subrecipient - Certifications Page

Use the Subrecipient - Certifications page (GM_VNDR_CERT_COMPL) to add information about subrecipient certifications.

Navigation:

Grants > **Subrecipients** > **General Information** > **Certifications**

This example illustrates the fields and controls on the Subrecipient - Certifications page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Subrecipient - Attributes Page

Use the Subrecipient - Attributes page (GM_VNDR_ATTRIBUTES) to add information about subrecipient attributes.

Navigation:

Grants > **Subrecipients** > **General Information** > **Attributes**

This example illustrates the fields and controls on the Subrecipient - Attributes page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Attribute Type	Select an attribute. The Attributes Control table stores the codes that appear here.
Attribute Value	Enter an attribute value to represent the selected attribute. You can enter an attribute value up to 80 characters in length.
Comments	Click to add an explanation or information about each attribute.

Subrecipient - Single Payment Supplier Page

Use the Subrecipient - Single Payment Supplier page (VNDR_DEFL_MASTER) to enter information for single-payment suppliers.

Navigation:

Grants > **Subrecipients** > **General Information** > **Single Payment Supplier**

This example illustrates the fields and controls on the Subrecipient - Single Payment Supplier page. You can find definitions for the fields and controls later on this page.

Instructions for entering information for single payment suppliers appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Single Payment Suppliers" (PeopleSoft Source to Settle Common Information)

Subrecipient - Federal Page

Use the Subrecipient - Federal page (VNDR_FEDERAL) to specify U.

S. federal-only supplier information.

Navigation:

Grants > **Subrecipients** > **General Information** > **Federal**

This example illustrates the fields and controls on the Subrecipient - Federal page. You can find definitions for the fields and controls later on this page.

Instructions for specifying U.S. federal-only supplier information appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links
"(USF) Entering Supplier Information for U.S. Federal Agencies" (PeopleSoft Source to Settle Common Information)

Defining a Contracts Workbench Template for Grants

This topic discusses the page used to define a Contracts Workbench template for Grants.

Page Used to Define a Contracts Workbench Template for Grants

Page Name	Definition Name	Usage
"Contracts Workbench Template Page" (PeopleSoft Contracts)	CA_CONS_TPL	Use this page to define Contracts Workbench Templates for PeopleSoft Contracts, Grants, and Project Costing.

Maintaining Grants Information Using the Contracts Workbench

This topic discusses the page used to analyze grants using the Contracts Workbench.

Page Used to Analyze Grants Using the Contracts Workbench

Page Name	Definition Name	Usage
Contracts Workbench Page	CONTRACTS	Maintain PeopleSoft contracts, grants, and projects data. Use the navigation : **Customer Contracts** >**Contracts Workbench**

Chapter 7

Setting Up and Maintaining Protocol Management

Understanding Protocol Management Setup

Protocol Management provides an automated system that enables you to document and amend human and animal protocols.

Establishing Protocol Controls

This topic explains how to establish protocol controls.

Pages Used to Establish Protocol Controls

Page Name	Definition Name	Usage
Protocol Type Page	GM_PCL_TYPE	Create protocol types.
Genus Page	GM_PCL_GENUS	Set up genus codes. Use navigation: Set Up Financials/ Supply Chain, Product Related, Grants, Setup Grants Genus Codes
Species Page	GM_PCL_SPECIES	Set up species codes. Use navigation: Set Up Financials/ Supply Chain, Product Related, Grants, Setup Grants Species
Strain, Subspecies Page	GM_PCL_STR	Set up strain, subspecies codes. Use navigation: Set Up Financials/ Supply Chain, Product Related, Grants, Setup GM Strains & Subspecies
Agent Page	GM_PCL_AGENT	Set up agent codes. Use navigation: Set Up Financials/ Supply Chain, Product Related, Grants, Setup Grants Agent

Page Name	Definition Name	Usage
Detail Type Page	GM_PCL_DTL_TYPE	Set up detail type data. Use navigation: Set Up Financials/ Supply Chain, Product Related, Grants, Setup GM Detail Type
Grants Role Type Page	GM_PROF_ROLE_TYPE	Define role types. In addition to defining the roles, also define the types of areas where the role has applicability.

Protocol Type Page

Use the Protocol Type page (GM_PCL_TYPE) to create protocol types.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Protocol Types**

This example illustrates the fields and controls on the Protocol Type page. You can find definitions for the fields and controls later on this 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.

Grants Role Type Page

Use the Grants Role Type page (GM_PROF_ROLE_TYPE) to define role types.

In addition to defining the roles, also define the types of areas where the role has applicability.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Grants** >**Setup Grants Role Types**

This example illustrates the fields and controls on the Grants Role Type page. You can find definitions for the fields and controls later on this page.

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

Note: Certain Grants delivered workflow types only support a fixed list of roles, thus the role types of **Award, Component, Milestone**, and **Other** should not be modified by the user. Only the roles of **Professional** and **Protocol** can be defined by the user using the Grants Role Type page.

Chapter 8

Preparing and Submitting a Proposal

Establishing Proposals

This topic provides overviews of the PeopleSoft Grants proposal preparation, proposal budgets, PeopleSoft Grants statuses, and components, and discusses how to create proposals and supporting information.

Pages Used to Establish Proposals

Page Name	Definition Name	Usage
Proposal Page	GM_PROPOSAL	Establish proposal-specific details.
Description Page	GM_PROP_TITLE_LONG	Enter a long description for the proposal. See Proposal Page
SBIR&STTR Page (small business innovation research and small business technology transfer)	GM_PROP_SBIR_STTR	Select SBIR and STTR fast-track statuses. These are available if the proposal type is SBIRI, SBIRII, STTRI, or STTRII. See Proposal Page
CFDA Page (catalog of federal domestic assistance number)	GM_PROP_CFDA	Enter multiple CFDA numbers if you enabled this feature. See Proposal Page
Due By Page	GM_PROP_DUE_BY	Enter the due date and time requirements for a proposal.
Budget Express Page	GM_PROP_BUD_EXPRES	Enter budget express information for a proposal. The data that you enter on this page is for informational purposes only. It has no downstream processing implications.
Additional Information Page	GM_PROP_ADD_INFO	Enter additional information about the proposal. See Proposal Page

Page Name	Definition Name	Usage
Additional Information Page	GM_ADDITIONAL_INFO	Create user-defined Additional Info types. See Proposal Page
Application Identifier Page	GM_PROP_APP_ID	Enter application identifier information. See Proposal Page (Additional Information).
Concurrent Submissions Page	GM_PROP_CON_SUB	Select the business unit, proposal, and version for each proposal that you are submitting concurrently. See Proposal Page (Additional Information).
Conflict of Interest Page	GM_PROP_COI	Select check boxes to indicate whether the conflict complies with the institution's policy and whether you completed the review. See Proposal Page (Additional Information).
Cost Sharing Page	GM_PROP_COST-SHARE	Select check boxes to indicate whether the sponsor requires cost sharing, who approved it, the date of approval, and the source. See Proposal Page (Additional Information).
Flow Through Page	GM_PROP_FLOWTHRU	Select the primary sponsor that the proposal will flow through. See Proposal Page (Additional Information).
Institution Change Page	GM_PROP_IN_CHANGE	Select the check box to indicate whether the institution changed and the name of the previous institution. See Proposal Page (Additional Information).
Intellectual Property Page	GM_PROP_INTEL_PROP	Enter information about the use of intellectual property. See Proposal Page (Additional Information).

Page Name	Definition Name	Usage
PI Change Page(principal investigators change)	GM_PROP_PI_CHANGE	Indicate that the PI changed and select the ID of the previous PI. See Proposal Page (Additional Information).
Pre-Award Spending Page	GM_PROP_PREAWD_SPD	Indicate that pre-award spending is permitted, and enter the guaranteed source of funding. See Proposal Page (Additional Information).
Previous Award Page	GM_PROP_PREV_AW	Enter information about the previous award, and indicate that a renewal is in progress if it is based on an accomplishment. See Proposal Page (Additional Information).
Related Proposals Page	GM_PROP_REL_PROP	Enter information about related proposals. See Proposal Page (Additional Information).
Solicitation Page	GM_PROP_SOLICITATN	Enter information about a solicitation. See Proposal Page (Additional Information).
Projects Page	GM_PROPOSAL_PROJ	Add or update projects that are associated with a proposal.
Description Page	GM_PROP_J_TITLE	Add descriptions about the project. See Projects Page
Department Administrator Page	GM_PROP_DPT_ADM	View the names of the department administrator, department head and institution officer. Information about this page is display-only. All data comes from the Department Contact and Institution Contact pages.
Department Credit Percentage Page	GM_PROJ_DEPT_PCT	Enter the credit percentage for a department for a particular project.

Page Name	Definition Name	Usage
Comments Page	GM_PROP_J_DEPT_SP	Enter comments about the department cost share. See Department Credit Percentage Page
Budgets Page	GM_PROP_BUD	Enter budget header information.
F and A and Pricing Setup Page	GM_BUD_FA	Set up F&A rates for your institution, sponsor, and budget.
Program Income Page	GM_BUD_PGM_INCOME	Enter program income details and comments for the period. See Budgets Page
Resources Page	GM_PROPOSAL_RES	Maintain information about each resource for a proposal project. These resources are used by Research or Workflow.
Supplier Details Page	GM_PROP_VNDR_SP	Enter subrecipient details.
Subrecipient Location Page	GM_PROP_VND_LOC_SP	Enter subrecipient location and address information. See Resources Page
Subrecipient Contact Page	GM_PROP_VND_CNT_SP	Enter subrecipient contact information. See Resources Page
Subrecipient Budget Page	GM_PROP_VND_BUD	Enter subrecipient budget information.
Professional Details Page	GM_PROP_PROF_DT_SP	Enter professional details about the resource.
Proposal Professional Address Page	GM_ADDR_DTL_DSP_SP	View address information. See Professional Details Page
Proposal Professional Education Page	GM_PROP_PROF_ED_SP	View educational information. See Professional Details Page
Proposal Professional Job Page	GM_PROP_PROF_JB_SP	View job information. See Professional Details Page

Page Name	Definition Name	Usage
Professional Work Experience Page	GM_PROP_PROF_WE_SP	View work experience information. See Professional Details Page
Professional Advisor/Advisee Page	GM_PROP_PROF_AA_SP	View advisor and advisee relationships. See Professional Details Page
Professional Memberships Page	GM_PROP_PROF_MB_SP	View memberships and associations. See Professional Details Page
Professional Honor/Awards Page	GM_PROP_PROF_HA_SP	View honors and awards. See Professional Details Page
Professional Collaborations Page	GM_PROP_PROF_CB_SP	View persons who have collaborated with the professional. See Professional Details Page
Professional Publications Page	GM_PROP_PROF_PB_SP	View the professional's publications. See Professional Details Page
Professional Pending Support Page	GM_PROP_PROF_OP_SP	View pending support. See Professional Details Page
Professional Ongoing Support Page	GM_PROP_PROF_OA_SP	View ongoing support. See Professional Details Page
Professional Completed Support Page	GM_PROP_PROF_OC_SP	View completed support. See Professional Details Page
Certifications Page	GM_PROP_CERT	Maintain all relevant proposal-specific certifications, and enter multiple certifications for each proposal project.
Proposal Certification Comments Page	GM_PROP_CERT_SEC2	Enter comments about the certification. See Certifications Page
Reports Page	GM_PROP_J_REPT	Set up PeopleSoft Grants report types for a proposal project.

Page Name	Definition Name	Usage
Attachments Page	GM_PROP_DOC1	Create attachments for the proposal project.
Proposal - Attributes Page	GM_PROP_ATTRIB	Enter proposal attributes.
Proposal - Location Page	GM_PROP_J_LOCATION	Select a location for a subrecipient.
Proposal - Protocols Page	GM_PROP_PRJ_PCL	Select a protocol to associate with the project.
Proposal - Component page	GM_PROP_COMPONENT	Enter component information.
Component Stakeholder Page	GM_PROP_COMP_STK	Enter the names and roles of stakeholders.
Component Approval Hierarchy Page	GM_PROP_COMP_APP	View the approval hierarchy. All information that is displayed on the page comes from the BU Workflow Approval/ Notification Setup page. It shows the approval rules that were set up for the current component.
Component Approval History Page	GM_PROP_APP_HISTY	View the component approval history.
Proposal Component Comments Page	GM_PROP_COMPO_SEC1	Add comments about the proposal component. See Proposal - Component page
Setup Level Page	GM_PROP_LVL_SETUP	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 the Proposal level.
Key Words Page	GM_PROP_KEYWORD	Link key words to a proposal and its projects.
Proposal Component Approval/Submit Page	GM_COMP_APPROVAL	Submit and approve a proposal workitem. Grants super users can use this page to monitor, approve, review, and submit all workitems.

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.

Related Links
Setting Up and Maintaining Institutions
Setting Up and Maintaining Sponsored Projects
Setting Up and Maintaining Departments
Setting Up and Maintaining Sponsors
Setting Up and Maintaining Professional Data
Establishing Proposal Budgets
Proposal and Award Preparation for Cost Sharing

Understanding Proposal Budgets

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

Here is some general information about establishing proposal budgets:

• Proposal budget items (pre-award), such as salaries, equipment, and travel, have corresponding general ledger account values that are used to establish the award budget (post-award).

• The proposal budget includes direct costs (personnel, animals, equipment, supplies), cost sharing, justifications, and F&A costs.

- Employee information in the proposal budget is supplied from the institution's existing human resources database through an interface that populates the Personal Data table (PERSONAL_DATA) and the Job table (JOB).

- You must establish a proposal ID and a corresponding proposal project ID prior to creating a new budget.

- All budget records are below the proposal project level.

- You can create multiple budgets for a single proposal project.

- PeopleSoft Grants incorporates Transaction Set 194 values into the proposal budget pages and records.

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

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

Understanding PeopleSoft Grants Statuses

This diagram illustrates the flow of the PeopleSoft Grants status as the proposal moves through the complete cycle from Draft, to Pending Approval, to Denied or Approved by the institution, to submitted, to award.
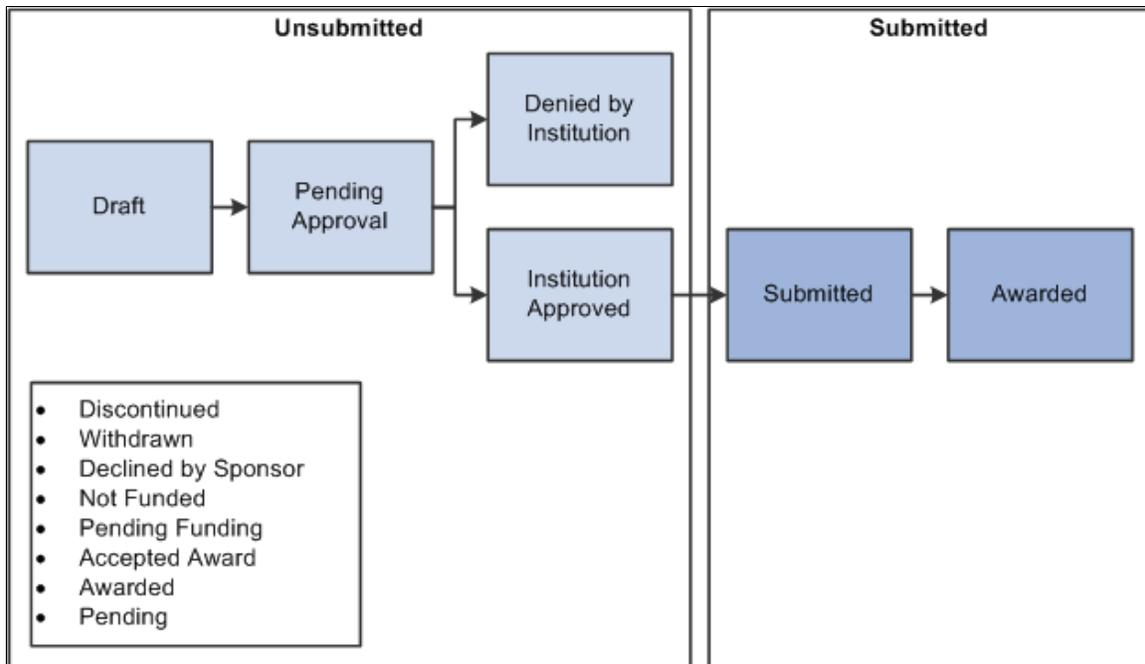
Understanding Components

After you enter all of the required information on the proposal pages, you can produce and submit a finished application for sponsored amounts to support institutionally approved projects. You can submit only institution-approved proposals if Proposal Approval workflow is active.

This topic provides an overview of the approval rules and processes and discusses how to:

1. Access the Component page.

2. Submit a proposal.

3. Designate an official for a proposal submission.

4. Approve a proposal.

The Proposal (Component) Approval process is triggered when the status of the proposal changes to a status that is listed in the Grant Award Setup Definition page. All people who are involved in the approval process receive workitem notification, email notification, or both, depending on the setup options.

The approval process is simultaneous or sequential, depending on your setup. If you set the approval process to sequential, the system generates the workitem for the next layer of approver after the workitem receives approval from all required approvers and reviewers at the current layer. Feedback from nonrequired approvers does not affect the approval process and status. For example, if all required approvers approve the component but not the nonrequired approver, the system still updates the component status to *Approved* or generates the workitem for the next layer of approver. All required approval roles must be defined within the current proposal and set to workflow eligible.

The approver or reviewer receives a workitem notification or workitem and email notifications during the approval process. The recipient can take the following actions depending on the workflow setup:

• Approve

• Send Back

• Review

• Reassign (the new approver or reviewer has the same authorities as the original approver or reviewer)

The component uses the following statuses:

• Draft — when you are preparing the component.

• In Progress — when the system sends the workitem to the approver and is waiting for approver action.

• Approved — when all required approvers and reviewers approve or review the component.

• Send Back — if any of the approvers return the component for modification.

When the component status changes to *Send Back,* the approver initiator receives a workitem and can edit the project and budget. If you set the component setup level at the all projects level, then the approver initiator can edit only the project that is associated with the *Send Back* component. If you set the component approval at primary project level, then the approver initiator can edit all projects. During this time the approver initiator can add a new proposal component or delete one in the project under certain circumstances. Other users cannot edit the proposal during the approval cycle.

The Grants super user can cancel the proposal during the approval process and the system removes all workitems from the approver worklist. When all components are approved, the proposal is considered institution-approved. Approved or canceled proposals cannot be edited, because the proposal has reached the end of the proposal process.

From draft status, you can manually change the status to *Pending Approval,* or click the **Start Approval** button, which triggers the workflow process. When the proposal is approved, you can start the submission process and the proposal status is updated to *Submitted.* Only submitted proposals can be generated, at which time the system changes the Proposal status to *Awarded.* All other statuses can be selected prior to submission. If workflow is disabled, you can select any status at any time prior to submission. Those with authorization to the Submit Proposal component through the PeopleTools component security can change a submitted (but not generated) proposal back to *Not Submitted.* If workflow is enabled, the proposal status returns to *Institution Approved.* If workflow is disabled, the proposal status returns to *Draft.*

The following list describes proposal component approval activities:

1. A workitem notification or email notification is generated for the approver or reviewer when the proposal component is submitted for approval.

2. The workitem notification or email notification is generated for the approver initiator when the proposal component is sent back by the approver.

3. The workitem/email is generated for a new approver reviewer when the proposal component is reassigned by the approver or reviewer

4. Email notification is sent to all people who are involved with the approval process when the proposal component status is changed.

Note: In a multiple principal investigator scenario, workflow is sent to the contact PI as long as the PI is configured for workflow. For example, in a multiple principal investigator scenario, more than one could exist for a PI. In this case, only the contact PI receives the workflow notification.

This diagram shows the workflow process flow for the proposal component. When a draft proposal is submitted, the system sends a worklist item to the designated reviewers or approvers. The proposal is either approved or sent back for more information until the proposal is assigned a status of *Approved*:
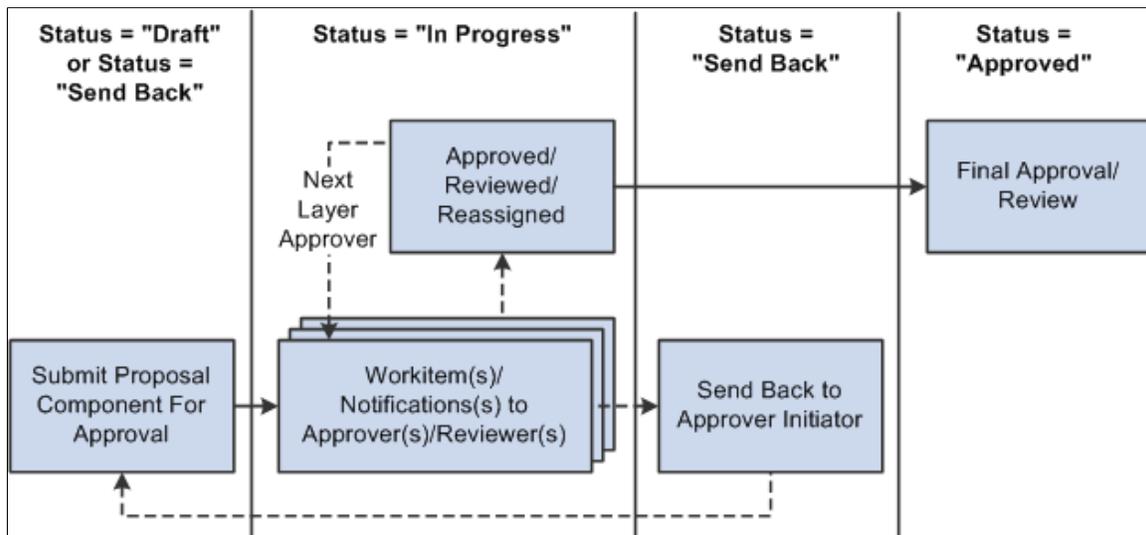
Proposal Page

Use the Proposal page (GM_PROPOSAL) to establish proposal-specific details.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Proposal**

This example illustrates the fields and controls on the Proposal page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Version ID	Displays the proposal version, which enables you to track changes to a proposal. All pages in this component display the proposal version.

Field or Control	Description
Reference Award Number and **Federal Award Identification Number**	Enter the Federal Award Identification Number (FAIN) and Reference Award Number. The U.S. government requires Federal agencies to assign a unique FAIN to each award. Additionally, a Reference Award Number appears on some of your PeopleSoft Grants invoice formats when you process your billing information. When you enter the FAIN and Reference Award Number on the proposal, they will automatically populate on the award pages after the award generation process. **Note:** These fields are not required fields; you may not have access to these numbers until the proposal is awarded and you receive the sponsor award documents. If the numbers are provided on the sponsor award documents, you can then update the proposal with the information if you wish to do so. See Generating Awards Award - Award Page
Add to My Proposals	Click to add to your My Proposal list.
Description	Enter a brief version name. If you leave this field blank, the entry in the **Title** field appears by default. The system uses this title in the award generation process to name the award. The name of the generated post-award project comes from the proposal project short title.
Allow Multiple PI's (allow multiple principal investigators)	Select to allow multiple PIs for the proposal. This field is available only if the **Allow Multiple PI's** check box is selected on the Sponsor - Details page.
Start Approval Process	Click to start the approval process. This option is available only if the proposal status is draft, workflow is active, and the **Workflow By Pass** check box is deselected. If Approval Workflow Engine option is selected on the Award Setup and BU Definition page, you can track the approval status with the help of the approval monitor. See Defining PeopleSoft Grants Rules and Business Units, Award Setup Definition page. **Note:** Proposals for review and approval can also be accessed using the Worklist. For more information on PeopleSoft worklist, see "Using the PeopleSoft Worklist to View Notification Messages" (Events and Notifications Framework)

Field or Control	*Description*
Title	Enter a short title for the proposal. The project title appears by default as the proposal title for all projects that are created with no short titles. When you navigate to the Project page, the short **Title** field is already populated with data. Also use the title as an alternate search option on the Search page to access the Proposal page. If you created the proposal from the Get Opportunity page, the system populates this field with the first 52 characters of the opportunity title.
Description	Click to access the Description page to enter a description of the proposal.
PI ID (principal investigator ID)	Select the principal investigator's ID. This label is available only if you did not select the **Allow Multiple PI's** check box.
Contact PI	Select the principal investigator who is the contact for the proposal. This field is available only if you selected the **Allow Multiple PI's** check box.
Sponsor ID	Select the ID of the organization that is sponsoring the research.
Pre-Award Administrator	Select the ID of the person who is responsible for overall proposal preparation. Only people who are set up as pre-award administrators on the Professional Data page are available.
Purpose	Select a proposal purpose from a list of entries that are defined by the institution.

Field or Control	Description
Proposal Type	Select a proposal type from available options. The values are: • *Amendment* • *Competing Continuation* • *Internal* • *Modification* • *NRSA* • *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 **SBIR/STTR Flag** icon to access the SBIR&STTR page if the proposal type is *SBIRI, SBIRII, STTRI,* or *STTRII.*
Confidence % (confidence percentage)	Enter a number between 1 and 100 to reflect the level of confidence that the proposal will be approved. The system translates the number that you enter here to a color-coded icon that represents the confidence level as either high, medium, or low. These labels are predetermined on the Confidence Level Setup page. The colored icon next to this field indicates the confidence level of this proposal.
CFDA (catalog of federal domestic assistance)	Enter the CFDA number that is related to the proposal. A prompt table is delivered that can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page, this field is a link to the CFDA page, where you can enter multiple CFDA numbers.

Field or Control	Description
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 deselected, the associated check box is deselected on form PHS 398. The system resets the F&A amounts in the budget to zero and deletes the F&A rates. F&A rates are set up within the Budget component; they are key to computing F&A amounts.
Workflow By Pass	Select to bypass approval workflow. This check box appears only when the user is assigned the Workflow By Pass security role. You can edit this check box when at least one proposal version has been through workflow and is approved and the current version is not in *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.
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.

Field or Control	*Description*
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 Establishing Proposal Budgets.
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

Field or Control	Description
Proposal Status	Select from these values: • *Accepted Award* • *Awarded* • *Award Pending* • *Declined by Sponsor* • *Discontinued* • *Draft* • *Institution Approved* • *Not Funded* • *Pending Approval* • *Pending Funding* • *Refused by Institution* • *Submitted* • *Withdrawn*
Submit Status	Select *Submit* or *Unsubmit.* If proposal approval workflow is active, you can submit the proposal only after the proposal status is institution-approved. If not, then you can submit the proposal at any status. You cannot change or modify the proposal after it is submitted. If the proposal is submitted, you can modify it only by using the Personalization option (GM_PR_UNLOCK). See Unlocking Proposal Information.
Generate Status	Displays the status of the proposal in the generate process. Values include *Created, Pre-spending,* and *Not Generated.*
In Approval Process	Selected when the proposal status is *Pending Approval* and the proposal is in the approval process. This check box is deselected when the proposal completes the approval process.

Budget Periods - Details

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

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

Note: You can reinitiate the process only prior to saving the proposal. After you save the page, the numbers in the **Period** column of the grid become links to the Budgets page. If you copied a proposal, you can change the dates in this grid.

Field or Control	*Description*
Target Sponsor Budget	Each line of the grid represents the sum of all budgets of all the projects under this proposal for a particular period.

Budget Periods - PHS Incomes

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

Note: These figures are relevant for PHS agency proposals.

Due By Page

Use the Due By page (GM_PROP_DUE_BY) to enter the due date and time requirements for a proposal.

Navigation:

Click the **Due By** link on the Proposal page.

This example illustrates the fields and controls on the Due By page. You can find definitions for the fields and controls later on this page.

Budget Express

Field or Control	*Description*
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.

Budget Express Page

Use the Budget Express page (GM_PROP_BUD_EXPRES) to enter budget express information for a proposal.

Navigation:

Click the **Budget Express** link on the Proposal page.

This example illustrates the fields and controls on the Budget Express page. You can find definitions for the fields and controls later on this 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.

Proposal - Additional Information Page

Use the Proposal - Additional Information page (GM_PROP_ADD_INFO) to enter additional information about the proposal.

Navigation:

Click the **Additional Information** link on the Proposal page.

This example illustrates the fields and controls on the Additional Information page. You can find definitions for the fields and controls later on this page.

Field or Control	Description

Type, [icon] and [icon]	Select the type of comment that you want to enter. Click the **Additional Details** button to access the system-delivered additional comments pages. Enter comments and other information that are specific to the type of comment that you selected. Click the **Add Additional Info** button to create user-defined additional information types.
	
	System delivered values are:
	
	• *AID - Application Identifier*
	
	   Enter application identifiers and state-received date.
	
	• *APC - Allocation Percentage*
	
	   Enter minority-owned percentages.
	
	• *CON - Concurrent Submissions*
	
	   Select the business unit, proposal, and version for each proposal that you are submitting concurrently. The system populates the **Project PI** and **Sponsor** fields automatically.
	
	• *COI - Conflict of Interest*
	
	   Select the **Compliance with Inst. Policy** check box to indicate that the conflict complies with the institution's policy. Select the **Review Completed** check box and enter the approval date to indicate that you completed the review. You can select either or both check boxes.
	
	• *CST - Cost Sharing*
	
	   Indicate whether cost sharing is required by sponsor, who approved it, the date of approval, and the source.
	
	• *EXP - Express Proposal*
	
	   Enter comments.
	
	• *FLO - Flow Through*
	
	   Select the primary sponsor that the proposal will flow through.
	
	• *IC - Institution Change*
	
	   Select to indicate whether the institution changed and the name of the previous institution.
	
	• *IP - Intellectual Property*
	
	   Select the **Intellectual Property Reported** check box to indicate that you are reporting the use of intellectual property, and then enter a description.
	
	• *MJ - Major Goals*
	
	   Enter comments.

Field or Control	*Description*
	• *OTH - Other* Enter comments. • *PI - PI Change* Select the **PI Change** check box to indicate that the PI has changed. Select the ID of the previous PI. • *PRE - Pre-Award Spending* Select the **Pre-award Spending Allowed** check box to indicate that pre-award spending is permitted, and then enter the guaranteed source of funding. • *PRV - Previous Award* Select the business unit and the ID of the previous award. Then select the **Renewal in Progress** check box, the **Accomplishment Based Renewal** check box, or both to indicate that a renewal is in progress and is based on an accomplishment. • *REL - Related Proposals* Enter the pre-proposal number, and then select the proposal business unit, related proposal, and version ID for all related proposals. • *SOL - Solicitation* Enter the solicitation and request for proposal number, as well as the solicitation title. • *UOB - Unobligated Balance* Describe unobligated balances for continuation form 2590.

Projects Page

Use the Projects page (GM_PROPOSAL_PROJ) to add or update projects that are associated with a proposal.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Projects**

This example illustrates the fields and controls on the Projects page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
Project ID	Displays the project ID, which you can edit. When you first create a draft proposal, the system automatically creates the first project and budget header with ID of *Next_1*.
Primary	Select to indicate that this is the primary project in the proposal.
Title	Displays the proposal title, which you can change.
Description	Click to enter a long description for the project.
Department	Displays the **Department** value 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.

Field or Control	*Description*
Dept. Contact (department contact)	Select the name of the individual who is the department contact. Only the people who were added as department contacts in the Department Contact setup page will be listed on the prompt table.
Subdivision	Select the department subdivision. This is supplied from the department setup. You should not change the value.
Dept Rep (department representative)	Select the name of the department representative.
Institution	Select the name of the institution that is associated with the project that is supplied from the department setup. You should not change the value.
Other Contacts	Click to view 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 >Department General Information**
SPO Contact (sponsored projects office contact)	Displays the name of the projects office contact of the sponsor. The SPO contact receives the Approval workitem or email notification during the approval process. This value comes from the SPO General Information page **(Grants > Sponsored Projects Offices >Sponsored Proj General Info**

F&A Distribution

Field or Control	*Description*
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.

Field or Control	Description
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.

Department Administrator Page

Use the Department Administrator page (GM_PROP_DPT_ADM) to view the names of the department administrator, department head and institution officer.

Information about this page is display-only. All data comes from the Department Contact and Institution Contact pages.

Navigation:

Click the **Other Contacts** link on the Projects page.

This example illustrates the fields and controls on the Department Administrator page. You can find definitions for the fields and controls later on this page.
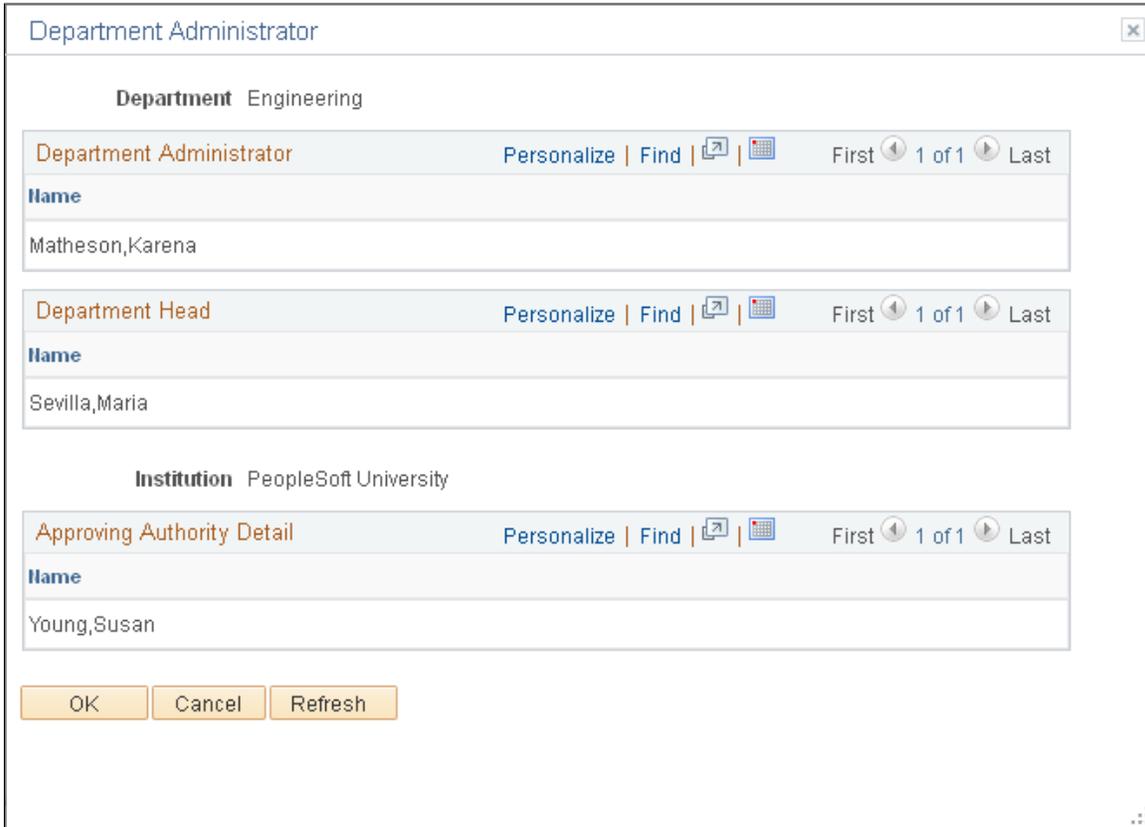
View the department administrator and head. The Department Contact page supplies this information. You can also view the institution contact. The Institution Page supplies this information.

Department Credit Percentage Page

Use the Department Credit Percentage page (GM_PROJ_DEPT_PCT) to enter the credit percentage for a department for a particular project.

Navigation:

Click the **Department Credit** link on the Projects page.

This example illustrates the fields and controls on the Department Credit Percentage page. You can find definitions for the fields and controls later on this 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.

Budgets Page

Use the Budgets page (GM_PROP_BUD) to enter budget header information.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Budgets**

This example illustrates the fields and controls on the Budgets page. You can find definitions for the fields and controls later on this page.

Budget Header

Field or Control	Description
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

Field or Control	Description
Period	Displays the budget periods. Click a period number to access the Budget Detail page and see budget detail for the period. The periods are the same as on the Proposal page. The **Budget Period, Start Date, End Date,** and **Amounts** fields on this grid are display-only.
Start Date and End Date	Displays the start and end dates that you selected for the budget periods on the Proposal page.
Amount	Displays the total amount from the Budget Detail page.
Program Income	Click to access the Program Income page, where you can enter details and comments about the program income.
Number of Participant/Trainees	Enter the number of participants, trainees, or both for the current budget period. The R&R budget form uses this number.

F and A and Pricing Setup Page

Use the F&A and Pricing Setup (facilities and administration and pricing setup) page (GM_BUD_FA) to set up F&A rates for your institution, sponsor, and budget.

Navigation:

Click the **F&A and Pricing Setup** link on the Budgets page.

This example illustrates the fields and controls on the F and A and Pricing Setup page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Institution Minus Funded	Select to use the institution's F&A rate for calculating the cost-sharing F&A.
Sponsor Minus Funded	Select to use the sponsor's F&A rate for calculating the cost-sharing F&A.

Contracts Related

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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).

Resources Page

Use the Resources page (GM_PROPOSAL_RES) to maintain information about each resource for a proposal project.

These resources are used by Research or Workflow.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Resources**

This example illustrates the fields and controls on the Resources page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
Type	Select a resource type. The system-delivered resource types include *Laboratory, Clinical, Animal, Computer, Office, Other, Major Equipment, Other Resources (NSF Specific),* and *Other Resources.* **Note:** These resource types map directly to PHS 398, page HH. You cannot change the key values for these resource types without affecting the printing of the various proposal forms.

The following table lists and describes resource type codes:

Resource Type Code	Description	Proposal Form	Page	Form	Page
LABOR	Laboratory	PHS 398	HH	NIHMOD	HH
CLINI	Clinical	PHS 398	HH	NIHMOD	HH

Resource Type Code	Description	Proposal Form	Page	Form	Page
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

Field or Control	Description
Comments	Describe the resource usage.

Subrecipient

Field or Control	Description
Subrecipient	Select the subrecipient that you want to add to the proposal.

Professional

Field or Control	Description
Research	Select to map the professional to the appropriate form. Selecting this option also distinguishes the research team administratively from individuals who are related to the proposal creations. Select this option if you are listing a person whose name appears on the form and is part of the project team during the project generation process. Deselect this option if you are listing a person only for workflow approval process.
Employee ID	Select the ID of the professional whom you want to add to the proposal.

Field or Control	*Description*
Name	Displays the name of the professional who is associated with the ID that you selected in the **ID** field. If the professional is not entered into the system, enter the name in the field.
	Note: The name of the PI immediately appears by default in existing projects when you enter the name of the PI on the Proposal page. This occurs only in projects that have a blank grid for professionals. PI row-level security is used for professionals with a role type of *PI* in the proposal professional resources.
Other Role	Select the professional's role in the project. The other role is used for security, travel and expense approval, and workflow.
	Oracle delivers a list of roles as system data. However, you can add new roles. Values include:
	• *Authorized Personnel*
	• *Secretarial/Clerical*
	• *Co-Mentor*
	• *Co-PI*
	This option is available only if the **Allow Co-PI's** check box is selected for the sponsor.
	• *Department Head*
	• *Graduate Students*
	• *Key Personnel*
	• *Mentor*
	• *Other*
	• *Pre-award Administrator*
	• *Principal Investigator*
	• *Post Doctoral Associates*
	• *Senior Staff*
	• *Undergraduate Students*

Field or Control	Description
Contact PI	This check box is automatically selected on multiple PI proposals for the resource listed as the contact PI on the Proposal page.
Primary PI	Select if this resource is the primary PI. This check box is available only for proposals that allow multiple PIs.
Credit % (credit percentage)	Enter the internal individual credit. The sum of the credit percentage on all the rows cannot exceed 100 percent.
Reporting Role	Select the professional's role in the project. The reporting role is used for reporting. This value is populated next to the **Award PI** field on the Award page . Oracle delivers a list of roles as system data. However, you can add new roles. Values include: • *Authorized Personnel* • *Secretarial/Clerical* • *Co-Mentor* • *Co-PI* This option is available only if the **Allow Co-PI's** check box is selected for the sponsor. • *Department Head* • *Graduate Students* • *Key Personnel* • *Mentor* • *Other* • *Pre-award Administrator* • *Principal Investigator* • *Post Doctoral Associates* • *Senior Staff* • *Undergraduate Students*

Field or Control	*Description*
Include in Award Header	Select to indicate whether the employee should be included in the award header.
Workflow Eligible	Select to indicate whether the professional is eligible to receive workflow. The selection is supplied by default from the professional's personal data.
	Click to access the Professional Details page.

Related Links
Maintaining Subrecipients

Supplier Details Page

Use the Supplier Details page (GM_PROP_VNDR_SP) to enter subrecipient details.

Navigation:

Click the **Get Agreement Details** button on the Resources page.

This example illustrates the fields and controls on the Supplier Details page. You can find definitions for the fields and controls later on this page.

Enter details regarding the agreement with the subrecipient.

Field or Control	Description
Agreement Category	Select an agreement category. Values include: • *Cost Reimb* • *FP Fee* • *Fixed Price* • *N/A* • *Other*

Field or Control	Description
Subrecipient Status	Select a status. Values include: • *Full Exec* • *Holding* • *Not Accept* • *Not Award* • *Other* • *Pending* • *Terminated*

Field or Control	Description
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.

Field or Control	Description
Type	Select a type. Values include: • *Justification* • *Other* • *Restrictions* • *Statement of Work* • *Terms & Conditions*

Subrecipient Budget Page

Use the Subrecipient Budget page (GM_PROP_VND_BUD) to enter subrecipient budget information.

Navigation:

Click the **Supplier Budget** button on the Resources page.

This example illustrates the fields and controls on the Subrecipient Budget page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Professional Details Page

Use the Professional Details page (GM_PROP_PROF_DT_SP) to enter professional details about the resource.

Navigation:

Click the **Details** button on the Resources page.

This example illustrates the fields and controls on the Professional Details page. You can find definitions for the fields and controls later on this 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.

Field or Control	*Description*
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.

Field or Control	Description
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.

Field or Control	Description
Collaboration	Click to associate multiple collaborators with the professional.
Publication	Click to associate multiple publications with the professional.
Pending Support	Click to link pending support information with the professional. The proposal status must be in one of the following statuses before you can load data onto the Pending Support page. • *Institution Approved* • *Awarded; Pending* • *Draft* • *Pending Funding* • *Pending Approval* **Note:** The system loads only proposal information into the Professional Pending Support page from proposals that are in the *Submitted* status.
Ongoing Support and **Completed Support**	Click to link active and past support information for a professional. For you to add information regarding current support, the proposal status must be in the *Awarded* status. **Note:** PeopleSoft Grants enables you to refer to other proposals that you have entered into the system that have a status of *Pending.* You cannot enter other support data if it is not already in the system. When you load current support information for the PI from the Resource page (GM_PROPOSAL_RES), the award must have the PIs employee ID listed in its Project Workbench table (GM_PROJECT_TEAM_01). Otherwise, when the NIH MOD form asks for all current support, some awards may be missing. Information appears only by default on the Project Workbench Personnel page if you have run the award generation process. If you create a *blue bird* award (an award without a proposal to initiate it), personnel information does not appear by default in the project workbench. You must then enter all personnel information manually.

Related Links

Setting Up and Maintaining Professional Data

Certifications Page

Use the Certifications page (GM_PROP_CERT) to maintain all relevant proposal-specific certifications, and enter multiple certifications for each proposal project.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Certification**

This example illustrates the fields and controls on the Certifications page. You can find definitions for the fields and controls later on this page.

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

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

Field or Control	Description

Certification Code	Select the certification codes that are associated with the proposal. PeopleSoft delivers these codes as system data:
	
	• *Human Subjects*
	
	   Maps to form PHS 398, page AA.
	
	• *Vertebrate Animals*
	
	   Maps to form PHS 398, page AA.
	
	• *Smoke-Free Environment*
	
	   Maps to form PHS 398, page II.
	
	• *Inventions and Patents*
	
	   Maps to form PHS 398, page II.
	
	• *Beginning Investigator*
	
	• *Lobbying Activities*
	
	• *Proprietary/Privileged Info* (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*

Field or Control	Description
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.

Field or Control	Description
Expiration Date	Select the date on which the certification expires. The generate process brings this date forward to the award.
Assurance Number	Enter the assurance number that is associated with the certification.
Exemption Number	Enter the exemption number that is associated with the certification.

Review and Status

Field or Control	Description
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.

Reports Page

Use the Reports page (GM_PROP_J_REPT) to set up PeopleSoft Grants report types for a proposal project.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Reports**

This example illustrates the fields and controls on the Reports page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Attachments Page

Use the Attachments page (GM_PROP_DOC1) to create attachments for the proposal project.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Attachments**

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

Field or Control	Description
	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.

Field or Control	Description
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.

Proposal - Attributes Page

Use the Proposal - Attributes page (GM_PROP_ATTRIB) to enter proposal attributes.

Navigation:

Grants > **Proposals** > **Maintain Proposal**

Select the Attributes link

This example illustrates the fields and controls on the Attributes page. You can find definitions for the fields and controls later on this page.
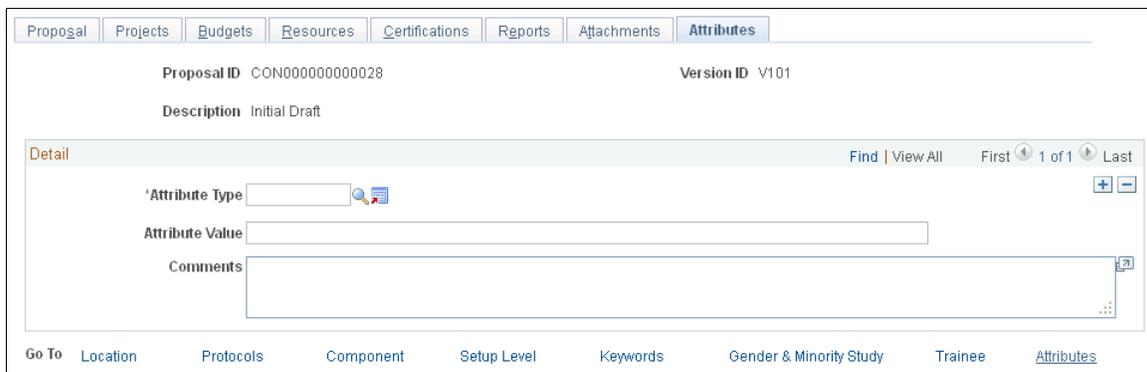
Select an attribute type, and then enter a value (either numeric or character), as well as any comments.

Field or Control	Description
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 Attribute Types Page.
Attribute Value	Enter an attribute value to represent the selected attribute. You can enter an attribute value up to 80 characters in length.

Proposal - Location Page

Use the Proposal - Location page (GM_PROP_J_LOCATION) to select a location for a subrecipient.

Navigation:

Grants > **Proposals** > **Maintain Proposal**

Select the Location link.

This example illustrates the fields and controls on the Proposal - Location page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
Congressional District	Enter the congressional district for the primary project location.

Proposal - Protocols Page

Use the Protocols page (GM_PROP_PRJ_PCL) to select a protocol to associate with the project.

Navigation:

Grants > **Proposals** > **Maintain Proposal**

Select the Protocols link.

This example illustrates the fields and controls on the Proposal - Protocols page. You can find definitions for the fields and controls later on this 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.

Proposal - Component page

Use the Proposal - Component page (GM_PROP_COMPONENT) to enter component information.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Component**

This example illustrates the fields and controls on the Proposal - Component page. You can find definitions for the fields and controls later on this page.

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

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

Field or Control	Description
Component	Select the name of the component. This is a user-defined value. See Proposal Component Page.
	Click the **Add Component** button to add new components.

Field or Control	Description
Status	Select a status for each proposal component. If Proposal workflow is active, this field is display-only. The workflow process drives the component status. Values are *Approved, Assigned, Draft, Finished, In Progress, Not Approved,* and *Send Back.*
Required Flag	Select to indicate whether the component is required. All components that are added by the program are set to *Required.* All required components must be approved before the proposal is approved.
Stakeholders	Click to select a stakeholder who is an employee of the institution.

Approval Info

Field or Control	Description
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. **Note:** Approval Hierarchy link is not available if Approval Workflow Engine is enabled for the business unit.
Approval Status/History	Click to view the current approval process and its history. **Note:** If Approval Workflow Engine is enabled for the business unit, then Approval Status Monitor page is displayed when you click the Approval Status/History link.
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.

Component Stakeholder Page

Use the Component Stakeholder page (GM_PROP_COMP_STK) to enter the names and roles of stakeholders.

Navigation:

Click the **Stakeholders** link on the Component page.

This example illustrates the fields and controls on the Component Stakeholder page. You can find definitions for the fields and controls later on this page.

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

Stakeholders

Field or Control	Description
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 PeopleSoft provides in this documentation represents examples only. You can also use components to implement configured workflow processes.

Component Approval Hierarchy Page

Use the Component Approval Hierarchy page (GM_PROP_COMP_APP) to view the approval hierarchy.

All information that is displayed on the page comes from the BU Workflow Approval/Notification Setup page. It shows the approval rules that were set up for the current component.

Navigation:

Click the **Approval Hierarchy** link on the Component page, Approval Info tab.

This example illustrates the fields and controls on the Component Approval Hierarchy page. You can find definitions for the fields and controls later on this page.
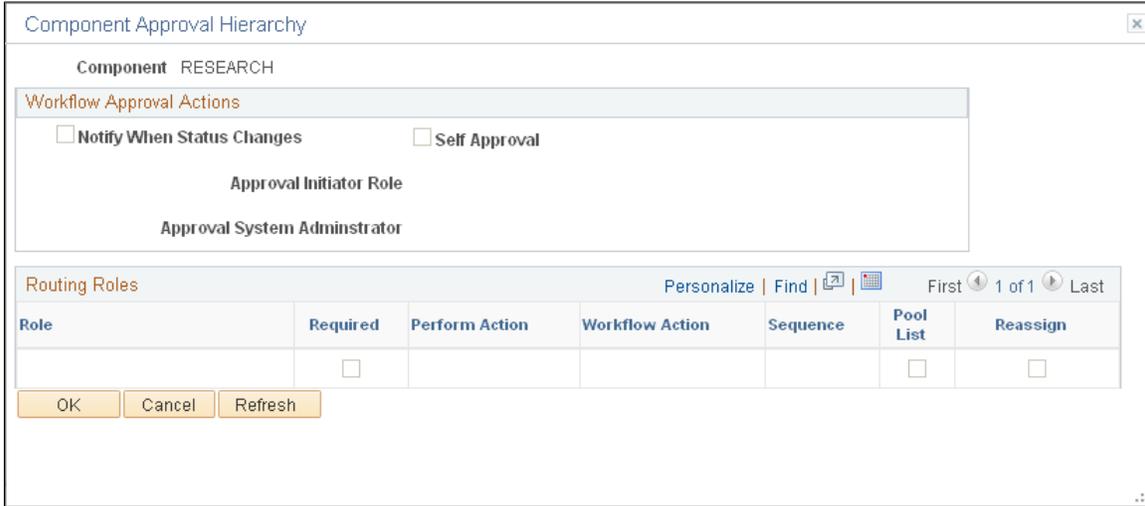
View the roles that are related to the approval process. Information on this page is display-only and cannot be modified. Information on this page is viewed from the common workflow Approval/Notification Setup page.

See Approval/Notification Process Page.

Component Approval History Page

Use the Component Approval History page (GM_PROP_APP_HISTY) to view the component approval history.

Navigation:

Click the **Approval Status/History** link on the Component page, Approval Info tab.

This example illustrates the fields and controls on the Component Approval History page. You can find definitions for the fields and controls later on this page.
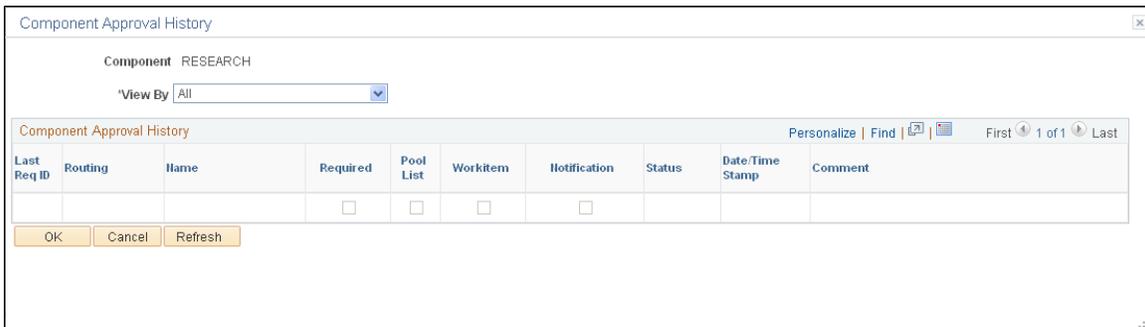
Field or Control	Description
View By	Select display options for the **Component Approval History** grid. Values include *All, Notification Only,* and *Workitem only.*

Component Approval History

Field or Control	Description
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.

Setup Level Page

Use the Setup Level page (GM_PROP_LVL_SETUP) to 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 the Proposal level.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Setup Level**

This example illustrates the fields and controls on the Setup Level page. You can find definitions for the fields and controls later on this 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.

Key Words Page

Use the KeyWords page (GM_PROP_KEYWORD) to link key words to a proposal and its projects.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **KeyWords**

This example illustrates the fields and controls on the Key Words page. You can find definitions for the fields and controls later on this page.

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

Field or Control	*Description*
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.

Proposal Component Approval/Submit Page

Use the Proposal Component Approval/Submit page (GM_COMP_APPROVAL) to submit and approve a proposal workitem.

Grants super users can use this page to monitor, approve, review, and submit all workitems.

Navigation:

Grants > **Proposals** > **Proposal Component Approval**

This example illustrates the fields and controls on the Proposal Component Approval/Submit page.

This example illustrates the fields and controls on the Proposal Component Approval/Submit page (Approval Workflow Engine). You can find definitions for the fields and controls later on this 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.* Pushback option is not available for the first approver.

Establishing Noncompeting Continuations

This topic provides an overview of noncompeting continuations and discusses how to create a continuation.

Pages Used to Establish Noncompeting Continuations

Page Name	Definition Name	Usage
Create Continuation Page	GM_CONT_ID_CREATE	Create a continuation.

Page Name	Definition Name	Usage
Gender and Minority Study Page	GM_CONT_PRJ_ETHNIC	Document information regarding the gender and ethnic status of persons who are used in human research.
Trainee Page	GM_CONT_PRJ_TRAIN	Summarize information about student trainees who are participating in a continuation project.

Understanding Noncompeting Continuations

Continuations are miniproposals that you submit to a sponsor at the end of the first year of funding and are built the same way as proposals. They are based on awards rather than on previous proposals, so they draw information from records that already exist in PeopleSoft Grants. Continuations report information about the previous year's research and, if you request changes from the original proposal, forecast expectations for the upcoming year of funding.

You use the Gender and Minority Study and Trainee pages in the Proposal component only in continuation proposals that are associated with Department of Health and Human Services (DHHS) grants.

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

When you create a continuation, the system retrieves key information from the original award, such as PI, PI name, short title, sponsor, long description, certifications, and all project data.

The rest of the information remains in the award file to eliminate duplicate data in the award and proposal records. You must add continuation-specific information.

To create a continuation:

1. Access the Create Continuations page by choosing the award ID that you want to continue.

2. Complete a **To Continuation Proposal ID** field and a **To Continuation Version ID** field.

3. Click **Create.**

    The system creates a new proposal ID with a proposal type of *Non-Competing Continuation* and accesses the Proposal page.

4. Select *Unobligated Balances* as the comment type on the Additional Information page (GM_PROP_ADD_INFO) to describe unobligated balances for Continuation Form 2590.

5. Navigate through the proposal pages to complete any additional proposal requirements (professionals, budgets, and subrecipients).

Note: When you create a continuation, the system copies the *HUMAN* (human subjects), *INVPT* (inventions and patents), and *ANIMA* (vertebrate animals) continuation codes from the award to the continuation proposal.

Also, the system enables the following fields on the Certification page: **Changed Since Prev Submission** and **Previously Reported.**

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

Create Continuation Page

Use the Create Continuation page (GM_CONT_ID_CREATE) to create a continuation.

Navigation:

Grants > **Awards** > **Create Continuation**

This example illustrates the fields and controls on the Create Continuation page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Proposal ID	Displays the proposal ID that is associated with the selected award.

Field or Control	Description
To Continuation Proposal ID	Enter the continuation proposal ID. Enter *NEXT* to have the system increment the proposal ID.

Field or Control	Description
To Continuation Version ID	Enter the continuation proposal ID.

Field or Control	Description
Budget Period	Displays the budget period.

Field or Control	Description
Create	Click **Create** to create the continuation proposal.

Gender and Minority Study Page

Use the Gender and Minority Study page (GM_CONT_PRJ_ETHNIC) to document information regarding the gender and ethnic status of persons who are used in human research.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Gender and Minority Study**

This example illustrates the fields and controls on the Gender and Minority Study page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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.

Trainee Page

Use the Trainee page (GM_CONT_PRJ_TRAIN) to summarize information about student trainees who are participating in a continuation project.

Navigation:

Grants > **Proposals** > **Maintain Proposal** > **Trainee**

This example illustrates the fields and controls on the Trainee page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Distribution of Trainees	Click to access an inquiry page that lists totals by ethnic type, race, and gender.

Field or Control	Description
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 topic provides an overview of proposal budgeting and discusses how to establish proposal budgets

Pages Used to Establish Proposal Budgets

Page Name	Definition Name	Usage
Enter Budget Detail Page	GM_BUD_LINE_SUM	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 Page	GM_BUD_CS_PD	Distribute cost sharing commitments by institutional third parties.
F and A Calculation Page	GM_BUD_FA_PD	View the calculated budgeted and waived and cost shared amounts for the entire budget period.
Cost Share Page	GM_BUD_CS_SUM	Distribute cost sharing commitments by budget summary line.
Personnel Detail Page	GM_BUD_PERS_DTL	Enter additional budget information concerning personnel (salary and fringe calculations).
Animal Care Page	GM_BUD_ANML_DTL	Enter additional budget information concerning animal care (cages and daily rates).
Budget Detail Page	GM_BUD_LINE_DTL	Enter additional budget information concerning other information (equipment, travel, and so on).
Budget Line Justification Page	GM_BUD_JUSTIF	Enter justification details. See Budget Detail Page

Understanding Proposal Budgeting

This topic discusses:

- F&A cost calculations.

- Overall cost sharing.

- Summary cost sharing.

- Budget line details.

F&A Cost Calculations

Here is some general information about F&A cost calculations:

- The system calculates the F&A costs for the current budget period.

  To get F&A costs for each period in the entire budget, you must calculate them separately.

- The rate type, waived calculation method, and base types for the institution and sponsor appearing on this page come from the F&A Set Up page.

- If you define the sponsor F&A rate as *Same as Institution* in the sponsor F&A definition, the system makes the effective date and F&A rate percentage blank.

  Also, the system deselects the **Same As Institution** check box on the F&A Calculation page.

- The system calculates the F&A costs for the institution and sponsor based on the effective dates of rates that are entered for each of their respective profiles.

- If the proposal requires a specific F&A rate that differs from the sponsor and institution, you can enter rates and their effective dates in the fields that are provided.

- The system sums all costs for budget items that belong to the base type that you select.

Overall Cost Sharing

Here is some general information about overall cost sharing:

- You can enter cost sharing data concerning individual lines on the lines that are on the Enter Budget Detail page.

- You can enter cost sharing information for either the institution or a third party by budget summary line, or for the overall budget for the entire period.

- After you apply cost sharing to either the summary (overall budget) line or the detail (individual budget) line, you can apply it only at that level.

Summary Cost Sharing

Here is some general information about summary cost sharing:

- You can enter percentages or fixed dollar amounts to determine cost shares.

- For cost sharing by the institution, you must enter a department for distribution purposes.

- For cost sharing by third parties, enter the appropriate information in the lower portion of the Summary Cost Sharing page.

  The system does not transfer third-party cost sharing amounts into the award setup budget.

- If you do not do cost sharing by summary line, you can enter cost share amounts for the sponsor, institution, and other applicable third parties on the Overall Cost Sharing page.

Budget Line Details

Here is some general information about entering budget line details:

- You can enter multiple personnel budget lines for a single person or for multiple people.

- You can calculate the compensation cost for individuals with multiple appointments.

- When you select an employee who was previously entered as a professional on the Proposal Professional page, the **Project Role** and **Role** fields appear.

  Other personnel information comes from multiple tables within the professional profile and includes name, job code, employee class, fringe rate type, annual salary, and fringe rate.

- The system supplies annualized salary from the individual's job record.

- The system calculates the budgeted salary based on the annualized salary and the number of months that the professional is involved with the research, along with the effort percentage for that time period and any merit increases.

  A merit increase takes effect only if the merit increase date is between the start and end dates of the personnel detail line. To enter a fixed salary amount and bypass the salary calculation, use the **Fixed Salary Amount** field.

- The system populates the **Fringe Rate** field only if you have entered a fringe rate type for the individual in his or her professional profile.

  The system uses the current institution's fringe rate based on the employee's fringe rate type that is entered in his or her profile. The system calculates the budgeted salary and fringe benefits based on the parameters that you set.

- You can enter an annual fringe amount, a fringe rate, or a fixed fringe amount.

  If you enter an annual amount, the system calculates the budgeted amount based on the time period. If you enter a rate, the fringe amount is based on the calculated salary amount. If you enter a rate and an annual amount, the system calculates both and adds them together. You can also bypass all fringe calculations by entering a fixed fringe amount.

- The system tracks total budgeted amounts for all salaries and fringe amounts that you enter.

Note: Fringe, C/S, and F&A round to whole amounts.

Enter Budget Detail Page

Use the Enter Budget Detail page (GM_BUD_LINE_SUM) to 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.

Navigation:

Grants > **Proposals** > **Enter Proposal Budget Detail**

This example illustrates the fields and controls on the Enter Budget Detail page. You can find definitions for the fields and controls later on this 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.

Creating an NIH Modular Grant Budget

If you selected the **NIH Modular Grant** check box on the Proposal - General Info page, you must create a budget that is specific to an NIH modular grant. This process is the same as the process for establishing a regular proposal budget, except for a few variations:

- The system automatically selects the **Modular** check box to indicate that it is an NIH modular proposal.

- The **Category** field shows how the various categories roll up on the form.

  These categories serve as headings on the NIH Modular Budget Justification form.

- The **Map Detail** check box appears by default based on the category, and indicates which lines should map to the form.

- The system maps any text that you enter on the Justification page to the Budget Justification form under the corresponding category type heading.

- When you save, the system issues a warning if the sponsor direct amount is not a multiple of 25,000 USD or if the amount exceeds 250,000 USD.

  This is an informational warning. You can still save the data that you entered.

Related Links
Establishing Institution Controls

Overall Cost Sharing Page

Use the Overall Cost Sharing page (GM_BUD_CS_PD) to distribute cost sharing commitments by institutional third parties.

Navigation:

Click the **Overall Cost Share** link on the Enter Budget Detail page.

This example illustrates the fields and controls on the Overall Cost Sharing page. You can find definitions for the fields and controls later on this page.

Enter overall cost sharing information for the sponsor, as well as cost sharing information for departments and third parties. You can do cost sharing at the period level or the line level. The system restricts you from entering cost sharing at the line level if you entered cost sharing at the period level.

F and A Calculation Page

Use the F&A Calculation (facilities and administration calculation) page (GM_BUD_FA_PD) to view the calculated budgeted and waived and cost shared amounts for the entire budget period.

Navigation:

Click the **View FA Rate** link on the Enter Budget Detail page.

This example illustrates the fields and controls on the F and A Calculation. You can find definitions for the fields and controls later on this page.

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

Cost Share Page

Use the Cost Share page (GM_BUD_CS_SUM) to distribute cost sharing commitments by budget summary line.

Navigation:

Click the **Cost Share** link on the Line Data tab on the Enter Budget Detail page.

This example illustrates the fields and controls on the Cost Share page. You can find definitions for the fields and controls later on this 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.

Personnel Detail Page

Use the Personnel Detail page (GM_BUD_PERS_DTL) to enter additional budget information concerning personnel (salary and fringe calculations).

Navigation:

Click the **Details** button on the Line Data tab on the Enter Budget Detail page for the Personnel category.

This example illustrates the fields and controls on the Personnel Detail page. You can find definitions for the fields and controls later on this 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.**

Animal Care Page

Use the Animal Care page (GM_BUD_ANML_DTL) to enter additional budget information concerning animal care (cages and daily rates).

Navigation:

Click the **Details** button on the Line Data tab on the Enter Budget Detail page for the Animal category.

This example illustrates the fields and controls on the Animal Care page. You can find definitions for the fields and controls later on this page.

```
Animal Care                                                                    ✕

                    Budget Period  1              Start Date  10/01/2004
               Budget Line Number  30               End Date  09/30/2005
                     Budget Item  ANIMAL              ANIMAL

Animal Detail                              Find | View All    First ◀ 1 of 1 ▶ Last
                   Description [                            ]              [+] [−]
            Number of Animals  [      ]
             Animals per Cage  [      ]

            Number of Cages
                  Total Days  [    0 ]
            First Day Charge  [                    ]
       Subsequent Day Charge  [                    ]

                 Total Direct                            0.00

           Total Direct Budget                           0.00
   [  OK  ]   [ Cancel ]
```

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.**

Budget Detail Page

Use the Budget Detail page (GM_BUD_LINE_DTL) to enter additional budget information concerning other information (equipment, travel, and so on).

Navigation:

Click the **Details** button on the Line Data tab on the Enter Budget Detail page for a category other than Personnel or Animal.

This example illustrates the fields and controls on the Budget Detail page. You can find definitions for the fields and controls later on this 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 topic discusses how to submit a proposal.

Pages Used to Submit Proposals

Page Name	Definition Name	Usage
Proposal - Submission Page	GM_PROP_SUBMISN	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 Page	GM_PROP_SUBMIS_OFF	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 - Submission Page

Use the Proposal - Submission page (GM_PROP_SUBMISN) to 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.

Navigation:

Grants > **Proposals** > **Submit Proposal** > **Submission**

This example illustrates the fields and controls on the Proposal - Submission page. You can find definitions for the fields and controls later on this page.

Submission	Official
Proposal ID	CON000000000024
Version ID	V1

| Title | The effects of insulin on laboratory rats |
| PI Name | Schumacher,Kenneth |

Proposal Status	Draft
Proposal Valid From	03/01/2004
Received	
Sponsor Proposal ID	
Sponsor	National Institute of Health
Location	
Submitted On	

'Submit Status	Not Submitted
Proposal Valid To	12/31/2004
Transmission By	

Return To Maintain Proposal

Field or Control	Description
Proposal Status	Displays the proposal status.
Submit Status	If you submitted the proposal manually, you can select the proposal's status.
	Note: After you mark a proposal version as *Submitted,* you can no longer modify any of the proposal information for that version. To make any modifications to a proposal after it has been submitted, you must create a new version of the proposal.
Proposal Valid From and Proposal Valid To	Displays the dates for which a proposal version is valid.

Field or Control	*Description*
Transmission By	Select how you will submit the proposal. Values are: • *By Fax* • *By Mail* • *By Mail and Electronically* • *Courier* • *Data* • *Electronic Image* • *Electronically Only* • *International Telephone* • *Telephone*
Submitted On	Displays the current server date and time.

Proposal - Official Page

Use the Proposal - Official page (GM_PROP_SUBMIS_OFF) to store information regarding officials for a proposal submission.

This is separate from the proposal pages to enable different security to operate for institution officials.

Navigation:

Grants > **Proposals** > **Submit Proposal** > **Official**

This example illustrates the fields and controls on the Proposal - Official page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Submit for Approval	Select to indicate that you have submitted the proposal for external approval. **Note:** The system does not enforce this check.
Administrative, Financial, and **Signing Official**	Select the officials who should approve the submission of the proposal. Officials are mapped to the proposal forms based on their official type. These officials come from the Institution Contacts page. Authorized officials can approve and sign the proposal. Their IDs are prompted from a control table that contains authorized officials within your institution. The operator ID must match that of the signing official to activate the submission button.
Approved	Displays a check box for each official. For you to use this feature, the user IDs of the officials must be part of your PeopleSoft security system.

Printing Proposals

This topic provides on overview of the forms printing process and discusses how to print a proposal.

Page Used to Print Proposals

Page Name	Definition Name	Usage
Print Proposal Page	GM_PROP_PRINT_REQ	Launches the print proposal process.

Understanding the Forms Printing Process

PeopleSoft Grants delivers standard forms that are used for proposals by the National Science Foundation and the National Institutes of Health along with electronic data interchange (EDI) files of the required data elements.

Here is some general information about printing proposals:

• PeopleSoft Grants provides application mapping onto proposal formats that are accepted by most funding agencies.

  These forms simplify the production of multiple copies of proposals and facilitate their timely submission.

• PeopleSoft Grants delivers key values as system data for sponsor forms PHS 398, 2590 (for NIH continuations), and NIHMOD (for NIH modular proposals).

You cannot change this data, because any change would affect other system-delivered processes. These key values represent the form IDs that are supplied when you access the Create a Printed Proposal page. PeopleSoft Grants uses these IDs to map the appropriate data values to the proposal form for printing.

Related Links

Setting Up the PeopleSoft Grants Forms Printing Solution

Print Proposal Page

Use the Print Proposal page (GM_PROP_PRINT_REQ) to launches the print proposal process.

Navigation:

Grants > **Proposals** > **Print Proposal** > **Print Proposal**

This example illustrates the fields and controls on the Print Proposal page. You can find definitions for the fields and controls later on this 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 change or update a proposal by using a version of the proposal that has already been submitted to a sponsor.

• To change a proposal after it has been submitted, create a new version, and then make the changes.

• The version ID enables you to update information without deleting history.

• Use the proposal pages to view a proposal or proposal project for any particular version that's been submitted.

    You can submit the proposal multiple times by using different versions.

Related Links
Copying Proposal Information

Unlocking Proposal Information

After you submit a proposal, the system locks the proposal so that users cannot make any further changes. This safeguard helps keep information on the pre-award side in sync with information on the post-award side.

PeopleSoft Grants delivers a user option called Unlock Proposal (GM_PR_UNLOCK), which enables you to provide selected users with the capability to change proposal information after the proposal is submitted. You should use this option with caution and for a limited number of select users to make minor changes to submitted proposals.

Note: You do not need to make any changes to the system if you do not want to enable users to change proposal information after the proposal is submitted. PeopleSoft Grants delivers the **Unlock Proposal** option set to *N* (no).

Unlocking Proposals by Using the User Personalization Option and Permission Lists

To enable users to change proposal information after the proposal is submitted, you must first enable the **Unlock Proposal** user option.

1. Select **PeopleTools** > **Personalization** > **Personalization Option** > **Define Personalizations.**

2. Select the Format tab.

3. Click **Set Option Default Value** for the GM_PR_UNLOCK user option.

    The system accesses the Set Option Default Value page.

4. Enter *Y* in the **Option Default Value** field.

5. Click **OK.**

6. Click **Save.**

To change the personalization options for a permission list:

1. Select **PeopleTools** > **Security** > **Permission & Roles** > **Permission Lists.**

2. Select the permission list.

3. Select the Personalizations tab.

4. Select Option Category Level *FIN* and Option Category Group *Portal Personalization.*

5. Click **Edit Options.**

    The system displays the Personalization Permissions page.

6. Select the **Allow User Option** check box for the GM_PR_UNLOCK user option.

7. Click **OK.**

8. Click **Save.**

Viewing Proposal Audit Logs

This topic provides an overview of audit logs and lists the pages that are used to view proposal audit logs.

Pages Used to View Proposal Audit Logs

Page Name	*Definition Name*	*Usage*
Proposal Audit Log - Header Page	GM_AU_PROPOSAL	View changes to proposal header information.
Proposal Audit Log - Projects Page	GM_AU_PROP_PROJ	View changes to proposal project information.
Proposal Audit Log - Resources Page	GM_AU_PROJ_RES	View changes to proposal resource information.

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.

To access the Proposal Audit Log - Header page, use the navigation: **Grants** >**Proposals** >**Review Proposal Audit Logs** >**Header**.

To access the Proposal Audit Log - Projects page, use the navigation: **Grants** >**Proposals** >**Review Proposal Audit Logs** >**Projects**.

To access the Proposal Audit Log - Resources page, use the navigation: **Grants** >**Proposals** >**Review Proposal Audit Logs** >**Resources**.

Copying Proposal Information

This topic discusses how to copy a proposal. 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.

Pages Used to Copy Proposal Information

Page Name	Definition Name	Usage
Copy Proposal Page	GM_BUD_PPSL_CPY	Copy proposal information.
Copy Proposal Version Page	GM_BUD_PPSL_V_CPY	Copy a proposal version.
Copy Budget Period Page	GM_BUD_PD_CPY	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.

Copy Proposal Page

Use the Copy Proposal page (GM_BUD_PPSL_CPY) to copy proposal information.

Navigation:

Grants > **Proposals** > **Copy Proposal**

This example illustrates the fields and controls on the Copy Proposal page. You can find definitions for the fields and controls later on this page.

To copy proposals:

1. In the search dialog box, select the business unit and the proposal ID from which you want to copy information. If you copy a template proposal, the resulting proposal is not a template.

2. Enter *NEXT* in the **To Proposal** field to create a new proposal.

3. In the **To Version** field, enter or select the version ID to which you want to copy proposal data.

4. Use the **From Project ID** and **From Budget** check boxes to select the projects and budget IDs that you want to copy to the new proposal. Note that the default setting is for all the projects and activities to be copied.

   You can have as many rows for projects and budget IDs as you require for the proposal.

5. Use the **To Project ID** and **To Budget** fields to select the projects and budget IDs that you want to copy to the new proposal, or accept the system defaults.

6. Select the **Primary Project** check box to indicate which project should be the primary project in the copied proposal.

7. Click **Copy.**

All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

Note: If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copy Proposal Version Page

Use the Copy Proposal Version page (GM_BUD_PPSL_V_CPY) to copy a proposal version.

Navigation:

Grants > **Proposals** > **Copy Proposal Version**

This example illustrates the fields and controls on the Copy Proposal Version page. You can find definitions for the fields and controls later on this page.

To copy proposal versions:

1. In the search dialog box, select the business unit, proposal ID, and version ID from which you want to copy information.

2. In the **To Version** field, enter the version ID to which you want to copy proposal data. The system supplies *NEXT* by default, which you can change if you did not select **Strictly enforce Proposal Versioning** at the Award Setup Definition level.

3. Use the **From Project ID** check box to select the projects that you want to copy to the new proposal.

4. Use the **To Budget ID** check box to select the budget IDs that you want to copy to the new proposal, or accept the system defaults.

5. Select the **Primary Project** check box to indicate which project should be the primary project in the copied proposal.

6. Click **Copy.**

    All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

If the user is assigned the Workflow By Pass security role, the **Workflow By Pass**check box appears. You can edit this check box when at least one proposal version has been through workflow and is approved. Workflow must be enabled for this to happen.

Note: The projects that are attached to the source proposal copy to the new proposal version.

Note: If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copy Budget Period Page

Use the Copy Budget Period page (GM_BUD_PD_CPY) to 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.

Navigation:

Grants > **Proposals** >**Copy Proposal Budget Period**

This example illustrates the fields and controls on the Copy Budget Period page. You can find definitions for the fields and controls later on this 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.

Related Links
Establishing Proposal Budgets

Inquiring About Proposal Budgets

This topic provides an overview of budget inquiry and lists the pages used to inquire about proposal budgets.

Pages Used to Inquire About Proposal Budgets

Page Name	Definition Name	Usage
Review Pre-Award Budget - Proposal Page	GM_BUD_INQ_PROP	View comprehensive data about a pre-award budget based on the version ID.
Review Pre-Award Budget - Projects Page	GM_BUD_INQ_PROJ	View a breakdown of the overall proposal by project.
Review Pre-Award Budget - Cost Sharing Page	GM_BUD_INQ_CS	View sponsor direct costs.

Understanding Budget Inquiry

You can view information concerning pre-award proposal budgets by using the inquiry pages that PeopleSoft Grants delivers with the system. The pre-award budget inquiry pages store information about the pre-award proposal budget. The inquiry function within the proposal budget pages enables you to view budgets in three ways:

- As a summary of all budgets that are marked as *include in proposal* within a proposal project.

- As totals for each budget within a proposal project.

- At a detailed level for each budget within a proposal project.

Inquiry pages are for viewing purposes only. You must make modifications to budgets from the Budget - General Info page or the Enter Budget Detail page. The budget and cost calculations for sponsor, F&A, institution, and third party appear at the bottom of each page.

To access the Review Pre-Award Budget - Proposal page, use the navigation:
Grants >**Proposals** >**Review Pre-Award Budget** >**Proposals**.

To access the Review Pre-Award Budget - Projects page, use the navigation:
Grants >**Proposals** >**Review Pre-Award Budget** >**Projects**.

To access the Review Pre-Award Budget - Cost Sharing page, use the navigation:
Grants >**Proposals** >**Review Pre-Award Budget** > **Cost Sharing**.

Approving Proposals Using the PeopleSoft Fluid User Interface

This topic discusses approving proposals using the PeopleSoft Fluid User Interface.

You can use the Delegation Framework to delegate proposal approval authority to other users, who can then act on specific transactions on your behalf.

For more information on setting up and using Delegation Framework, see:

"Understanding Delegation" (Enterprise Components)

"Configuring Delegation Transactions" (Enterprise Components)

"Working with Self-Service Delegation" (Enterprise Components)

Pages Used to Approve Proposals in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Pending Approvals - Grants Proposal Page	EOAWMA_MAIN_FL	View a list of all Grants proposals that are pending your approval.
Grants Proposal Page	EOAWMA_TXNHDTL_FL	View proposal information, and approve or deny the proposal.

Understanding Proposal Approvals Using the Fluid User Interface

Approvers can access the pending approvals using the Approvals tile on the home page.

This example illustrates the fields and controls on the Approvals tile.
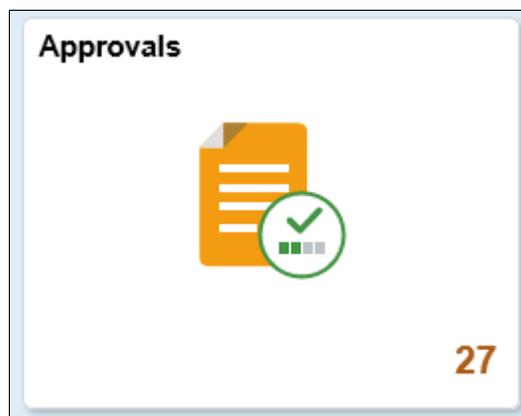
Approvers can perform the following actions using the approval pages:

• Review proposal summary and description.

• View line summary.

• Approve, deny or pushback the proposal.

• Add comments for approval actions and view comments from previous reviewers.

• View attachments related to the approval.

• View the approval chain.

Pending Approvals - Grants Proposal Page

Use the Pending Approvals - Grants Proposal page (EOAWMA_MAIN_FL) to view a list of all Grants proposals that are pending your approval. Click Approvals (tile) on the home page and select Grants Proposal in the approval list panel on the left side of the page.

This example illustrates the fields and controls on the Pending Approvals - Grants Proposal page.
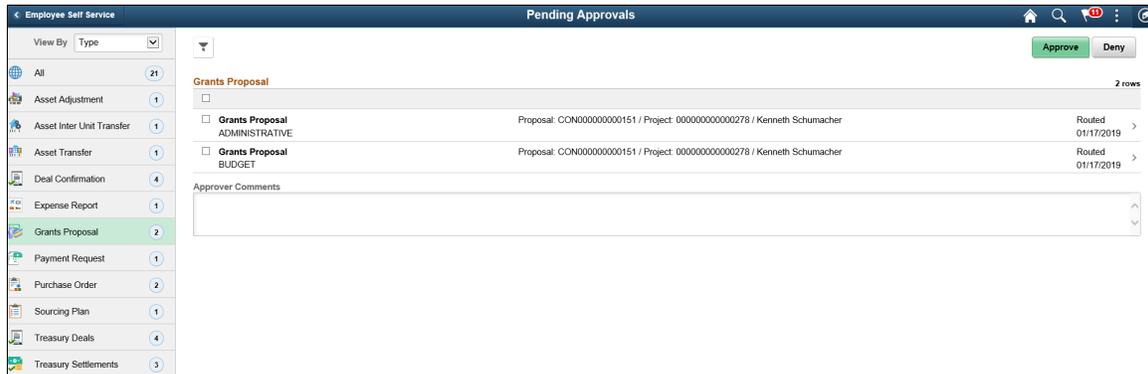
Select the Filter button to access the Filters page. Use the filter to refine the results displayed in the pending approvals list.

Grants Proposal Page

Use the Grants Proposal page (EOAWMA_TXNHDTL_FL) to view the proposal component, and approve or deny the proposal.

Select a Grants Proposal row from the Pending Approvals - Grants Proposal page to view proposal component details.

This example illustrates the fields and controls on the Grants Proposal page.

Click Approval Chain to access the Approval Chain pagelet and view the approval hierarchy.

Click Approve to approve the transaction. The system prompts you to provide comments and submit the approval. This action routes the approval to the next approver in the chain.

Click Deny to deny the transaction. The system prompts you to provide comments and submit the denial. When you deny a transaction, that status changes to Denied and the transaction is removed from the approval queue.

Chapter 9

Establishing Awards and Projects

Negotiating Awards

This topic discusses how to negotiate awards. Negotiations are linked to a business unit, proposal ID, version, and award ID (if known). Typically, you complete the Negotiate Award page when your institution anticipates that the proposal will result in an award, but some aspects of the award have not yet been agreed upon.

Note: Negotiation details do not affect the original proposal. If you need to change the proposal itself, you must create a new version of the proposal and make the appropriate changes.

Page Used to Negotiate Awards

Page Name	Definition Name	Usage
Negotiate Award Page	GM_AWD_NEGOTIATE	Track changes in the institution's negotiations with the sponsoring agency for an award.

Negotiate Award Page

Use the Negotiate Award page (GM_AWD_NEGOTIATE) to track changes in the institution's negotiations with the sponsoring agency for an award.

Navigation:

Grants > **Awards** > **Negotiate Award**

This example illustrates the fields and controls on the Negotiate Award page. You can find definitions for the fields and controls later on this page.

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

Type and Status

Field or Control	Description
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 topic provides an overview of the Award Generation process and discusses how to generate an award.

Page Used to Generate an Award

Page Name	Definition Name	Usage
Generate Award Page	GM_AWD_SETUP	Generate awards by creating information in the award pages from the proposal pages in PeopleSoft Grants.

Understanding the Award Generation Process

This topic discusses:

- Generating awards.

- Processing pre-award spending and post-award budgeting.

- Finalizing awards.

- Setting up PeopleSoft Commitment Control.

Generating Awards

After you submit a proposal and the sponsor approves it for funding, you usually negotiate award details with the sponsor. You also prepare the PeopleSoft Grants system for processing funds and dealing with billings, letters of credit, F&A costs, cost-sharing rate calculations, modifications, and general award administration. PeopleSoft Grants developed many of its post-award features to leverage existing tables, records, and pages in PeopleSoft Project Costing and PeopleSoft Contracts.

To set up an award, you must send information to the award profile. The Award Generation process:

- brings specified information from the proposal into award tables in PeopleSoft Grants

- maps proposal-related fields in PeopleSoft Grants to fields in PeopleSoft Contracts and PeopleSoft Project Costing

- populates the Award page with the Federal Award Identification Number (FAIN) and Reference Award Number from the proposal

  See

  Proposal Page

  Award - Award Page

You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning indicating that you must select a budget ID.

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

This diagram illustrates the flow of pre-award data to the budget setup, award profile, projects profile, and contracts profile components when the Award Generation process is run:
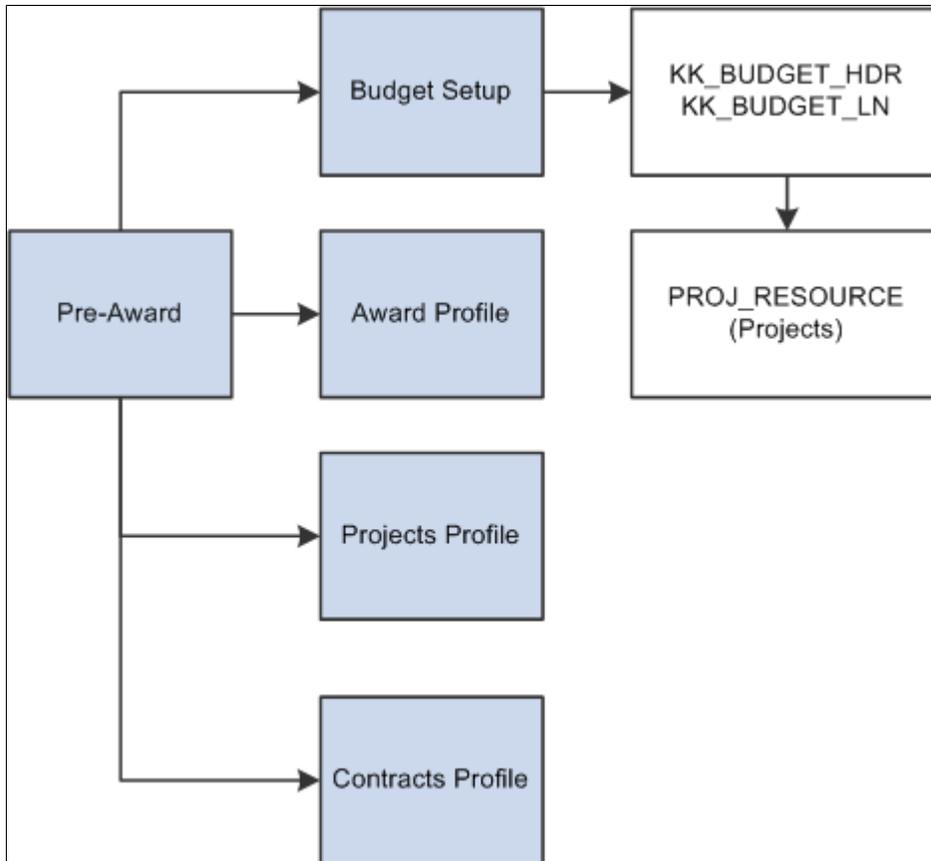
Through the Award Generation process, PeopleSoft Grants writes the required award information to PeopleSoft Contracts. This process creates a contract, adds a contract line to the contract, associates PeopleSoft Grants projects and activities with the contract line, and creates billing and revenue recognition plans. Due to this integration with PeopleSoft Contracts, you can generate bills and recognize revenue for all transactions that are associated with your sponsored awards.

Processing Pre-Award Spending and Post-Award Budgeting

Occasionally, you need to enable spending before a proposal has been formally awarded. You can initiate pre-award spending from the PeopleSoft Grants Generate Award page.

If you do initiate pre-award spending, here is how the system processes records:

- When you run the Award Generation process with the **Pre-award Spending** check box selected, PeopleSoft Grants creates projects and activities from proposal projects (it does not create budget rows). Also, the system does *not* write data to the Project Budget Plan (PC_BUD_PLAN) and Project Budget Detail (PC_BUD_DETAIL) tables. For pre-award spending, the system does not create the contracts and contract lines.

- If PeopleSoft Commitment Control is enabled for projects and the primary general ledger business unit, the system creates a row for each project in the Commitment Control table (KK_CF_VALUE) with the control option of *Track without Budget.*

  In this situation, a range of projects must not exist for the default ledger group that encompasses the project ID.

- After the proposal is awarded, you can change the pre-award budget as you want and run the award generation finalization process. The system makes the **Pre-award Spending** check box unavailable for selection, indicating that pre-award spending has been run.

- Projects and activities created during pre-award spending are not replaced during the award generation finalization process.

  The projects and budget IDs that PeopleSoft Grants creates for the pre-award spending run are automatically selected for the finalization run. The system populates the PeopleSoft Grants budgets and ChartField records to reflect modified budgets.

- The ChartField control rules change to enforce overall project grant control in PeopleSoft Commitment Control.

  The system deselects the **Allow Overdraft** check box. To populate the total project/grant amount, access the Project/Grants ChartField Control Rules page .

Note: You can add proposal projects through the pages in the Project component under the Grants Awards menu structure after you run the award generation finalization process.

Finalizing Awards

You can run the award generation finalization process without running pre-award spending. You cannot, however, run the award generation finalization process a second time. The only exception to this is when you do the first run with the **Pre-Award Spending** check box selected.

If you run the Award Generation process a second time (after first running it with **Pre-Award Spending** selected), the system deselects the **Pre-award Spending** check box. and populates the Project Budget and Budget Detail tables.

If the pre-award spending process created a project commitment control entry, the system updates the control option to *Tracking with Budgets* when the award generation finalization process is run. The system creates the award-level records on the finalization (non-pre-award spending) run only. Additionally, if you have added new projects since the pre-award spending was done, these too are brought forward.

Setting Up PeopleSoft Commitment Control

The Award Generation process affects the **Key ChartFields** grid on the Control ChartField page (KK_BUDG4) of the budget definition. This applies to both pre-award spending and the finalization process. If PeopleSoft Project Costing and the PeopleSoft General Ledger business unit have PeopleSoft Commitment Control enabled, the Award Generation process automatically creates entries.

See "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).

Related Links

Generate Award Page

Use the Generate Award page (GM_AWD_SETUP) to generate awards by creating information in the award pages from the proposal pages in PeopleSoft Grants.

Navigation:

Grants > **Proposals** > **Generate Award**

This example illustrates the fields and controls on the Generate Award page. You can find definitions for the fields and controls later on this 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 .

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.

Field or Control	Description
Pre-award Spending	Select to create an award that has pre-award spending. If you are generating an award that was already created for pre-award spending, this field is unavailable.
To Award	Enter an award name the first time that you run the Award Generation process. The system creates certain key fields on the first run even though the award records do not yet exist. This field is display-only the second time that you access the page, preventing you from changing the award name.

Field or Control	Description
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 proposal 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 indicating you must select a budget ID.

Note: During the generate award process, if the **Include in Award Header** check box is selected on the Proposal - Resources page, then these resources are passed to the Award page. When the generate award process finishes, the resources appear in the **Reporting Role** link of the Award page.

Pre-Award Spending

To initiate pre-award spending:

1. Run the Award Generation process with the **Pre-award Spending** check box selected to bring over the project and budget-level information to PeopleSoft Project Costing.

2. When the proposal officially becomes an award, run the process again to finalize the proposal as an award.

Note: The Award Generation process brings forward the cost-sharing amounts that exist within the proposal. No computations occur for cost sharing when you run the process. However, the system differentiates between costs that are billed directly to the sponsor and costs that are cost shared.

Establishing Award Profiles

This topic provides overviews of award profiles and milestones, and discusses how to establish award profiles.

Pages Used to Establish Award Profiles

Page Name	Definition Name	Usage
Award - Award Page	GM_AWARD	Set up award profiles.
Description Page	GM_AWARD_LONG_TITLE	Enter a longer description. See Award - Award Page
Co-PI (Co principal investigator) Page	GM_AWARD_COPI	Select Co-PIs. See Award - Award Page
Additional Information Page	GM_AWD_ADD_INFO	Enter additional information about the award. See Award - Award Page
Additional Information Page	GM_ADDITIONAL_INFO	Create user-defined additional information types. See Award - Award Page
Allocation Percentage Page	GM_AWD_ALLOC_PCT	Enter minority-owned percentages. See Award - Award Page (Click the Additional Details button on the Additional Information page.)
Concurrent Submissions Page	GM_AWD_CON_SUB	Select the business unit, proposal, and version for each proposal that you are submitting concurrently. See Award - Award Page
Conflict of Interest Page	GM_AWD_COI	Select check boxes to indicate whether the conflict complies with the institution's policy and whether you completed the review. See Award - Award Page
Cost Sharing Page	GM_AWD_COST-SHARE	Select to indicate wether the sponsor requires cost sharing, who approved it, the date of approval, and the source. See Award - Award Page

Page Name	Definition Name	Usage
Flow Through Page	GM_AWD_FLOWTHRU	Select the primary sponsor that the proposal will flow through. See Award - Award Page
Intellectual Property Page	GM_AWD_INTEL_PROP	Enter information about the use of intellectual property.
PI Change (principal investigator change) Page	GM_AWD_PI_CHANGE	Indicate the PI that was changed and select the ID of the previous PI. See Award - Award Page
Pre-Award Spending Page	GM_AWD_PREAWD_SPD	Indicate that pre-award spending is permitted and enter the guaranteed source of funding. See Award - Award Page
Previous Award Page	GM_AWD_PREV_AWD	Enter information about the previous award and indicate that a renewal is in progress if it is based on an accomplishment. See Award - Award Page
Related Proposals Page	GM_AWD_REL_PROP	Enter information about related proposals. See Award - Award Page
Solicitation Page	GM_AWD_SOLICITATN	Enter information about a solicitation. See Award - Award Page
Grant Administrator Page	GM_AWD_ADMIN_CNTCT	Enter information about the grant administrator. See Award - Award Page
Sponsor Website Page	GM_AWD_URL	Enter sponsor website information. See Award - Award Page
CFDA (catalog of federal domestic assistance) Page	GM_AWD_CFDA	Enter multiple CFDA numbers if you enabled this feature. See Award - Award Page
Award - Funding Page	GM_AWD_FUNDING	Enter funding amounts and periods.

Page Name	Definition Name	Usage
Award - Resources Page	GM_AWD_PRJ_RSRC	Add multiple sponsor contacts for the awarding sponsor.
Award Subrecipient Misc (award subrecipient miscellaneous) Page	GM_AWD_PRJ_VNDR1	Enter subrecipient details. See Award - Resources Page
Subrecipient Location Page	GM_AWD_PRJ_VNDR2	Enter subrecipient location and address information. See Award - Resources Page
Subrecipient Contact Page	GM_AWD_PRJ_VNDR3	Enter subrecipient contact information. See Award - Resources Page
Subrecipient Budget Page	GM_AWD_VND_BUD	Enter subrecipient budget information. See Award - Resources Page
Award - Certifications Page	GM_AWD_CERT	Maintain all relevant award-specific certifications.
Certification Comments Page	GM_AWD_CERTS_SEC1	Enter comments about certifications. See Award - Certifications Page
Award - Terms Page	GM_AWD_TERM	Store the terms and conditions that apply to a particular award.
Award - Milestones Page	GM_AWD_MILE	Set up award milestones.
Milestone Projects/Activities Page	GM_MILE_PRJACT_SEC	Assign projects and activities to the milestone.
Award - Milestone Contacts Page	GM_MILE_CONTCT_SBP	Enter the employee ID and transmission type for each person to be contacted about milestones. See Award - Milestones Page
Award - Milestone Notification History Page	GM_MILE_HISTORY	View notification history. See Award - Milestones Page
Award - Attributes Page	GM_AWD_ATTRIB	Set up award attributes.

Page Name	Definition Name	Usage
Award - Department Credit Page	GM_AWD_PROJ_DPCT	Enter department credits.
Award - Notepad Page	GM_AWD_DESCR	Record explanatory information about award research.
Award - Key Words Page	GM_AWD_KEYWORD	Link key words to the award.
Award - Funding Inquiry Page	GM_AWD_FUND_INQ	View award funding information.
Award - Supplemental Data Page	GM_AWD_SD	Add supplemental data related to awards.
Award - Sponsor Page	GM_AWD_CUST	Add multiple sponsor contacts for the awarding sponsor.
Award - Protocols Page	GM_AWD_PCL	Add multiple protocols to the award.
Award - Award Modifications Page	GM_AWD_MOD_HDR	Review data concerning modified awards.
Award Modifications Page	GM_AWD_MOD	Enter comments about the award modification. See Award - Award Modifications Page
Award Modifications for Period Page	GM_AWD_MOD_PD	Add award modifications for the selected period.
Award Modification for Period Page	GM_AWD_LINE_COMMENTS	Enter comments about the award modification for Period. See Award - Award Modifications Page
Review Award Modifications Page	GM_AWD_MOD_INQ	Review data concerning modified awards. Navigation: Grants, Awards, Review 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 the Award Generation process.

*   You can track milestones by status, such as Completed, In Progress, Pending, Under Review, or any other status that you define on the Milestone Status page.

*   Each award has one or more designated individuals (DIs) with the authority and knowledge to identify award milestones, deliverables, and deadlines.

    The DI determines the processing schedules and routing lists for milestones, notifications, and workflow. Although typically the DI is an employee of the sponsored program office, a principal investigator (PI) or other authorized professional can fill this role. You define your own DI structure.

*   You can use milestones to enter information about the notification functionality.

*   Notification of milestones includes deliverables that are due to and from the institution.

*   Milestone tracking does not initiate other processes such as billing.

    It generates reminders to users to initiate the necessary processes. Milestones can be added to the award by individuals manually or by the Award Generation process if **Include in Award** is selected on the Milestone setup page.

Understanding Supplemental Award Data

The Award Profile component includes a supplemental data page that enables you to track supplemental award data—such as ARRA and FFATA information—using an unlimited number of user defined fields. This feature enables you to extend the information that is stored for an object without requiring modifications to the object's base table and without requiring additional changes PeopleCode or PeopleTools.

You use the supplemental data framework in PeopleSoft Enterprise Common Components - Active Analytic Framework (AAF) to define the base record and fields you want to display on the Award - Supplemental page.

To define the base record and fields you want to display on the Award - Supplemental page:

1. (Optional) Access the Register Record page (Enterprise Components, Supplemental Data, Register Record) and define the supplemental record that saves the search criteria for the base record. For example, define the base record 'GM_AWARD' to use to record supplemental data.

   Note: PeopleSoft delivers system data for this step.

   ---

2. (Optional) Access the Register Component page (Enterprise Components, Supplemental Data, Register Component) and enable the component and the pages for the Award - Supplemental page.

   Note: PeopleSoft delivers system data for this step.

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3. Access the Define Record page (Enterprise Components, Supplemental Data, Define Record) and define the fields you would like to track as supplemental data.

4. Access the Define Display Group page (Enterprise Components, Supplemental Data, Define Display Group) and associate records and fields to appear on the Award - Supplemental page. You can also define the order in which the fields appear on the Award - Supplemental page.

5. Access the Assign Display Group page (Enterprise Components, Supplemental Data, Assign Display Group) and assign one or more display groups to the Award - Supplemental page.

For specific information on the Enterprise Component - Supplemental Data pages, see "Understanding Supplemental Data" (PeopleSoft Maintenance Management) and "Establishing Supplemental Data" (PeopleSoft Maintenance Management)

Note: There is also a Project - Supplemental data page that enables you to track supplemental project data. The setup for this page is the same as the Award - Supplemental page and requires you do so in the Enterprise Component - Supplemental Data pages.

For more information on the Project - Supplemental Data page, see Establishing Project Profiles

Award - Award Page

Use the Award - Award page (GM_AWARD) to set up award profiles.

Navigation:

Grants > **Awards** > **Award Profile**

This example illustrates the fields and controls on the Award - Award Page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Award - Award Page (2 of 2). You can find definitions for the fields and controls later on this page.

Award information comes from the proposal header.

Field or Control	Description
Reference Award Number and **Federal Award Identification Number**	If you did not input the Reference Award Number and Federal Award Identification Number (FAIN) on the proposal, enter them here. Alternatively, if you did input the numbers on the proposal, they display here. The U.S. government requires Federal agencies to assign a unique FAIN to each award. Additionally, the Reference Award Number appears on some of your PeopleSoft Grants invoice formats when you process your billing information. See: Proposal Page Generating Awards

Field or Control	Description
Description	Click to access the Description page and enter an expanded title for the award.
Award PI (award principal investigator)	Select the PI that you want associated with the award. This field is populated by the Generate Award process from the proposal, but it can be changed. This field label is displayed if the proposal does not allow multiple PI's. If the proposal does allow multiple PI's, then the field label is **Contact PI.**
Contact PI (contact principal investigator)	Select the contact PI's that you want associated with the award. This field is populated by the Generate Award process from the proposal, but it can be changed. This field label is displayed if the proposal allows multiple PI's. If the proposal does not allow multiple PI's, then the field label is **Award PI.**
Reporting Role	Click to access the Reporting Role page. This page contains information about the personnel with the **Include in Award Header** check box selected on the Proposal - Resources page.
Post Award Administrator	Select a post-award administrator for this award.
CFDA (catalog of federal domestic assistance)	Enter the CFDA number that is related to the award. A prompt table is available that can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page, this field is a link to the CFDA page, where you can enter multiple CFDA numbers.
Hold Billing on Unpaid Cost	The value displayed is that shown on the Contract Billing Options page for the related contract. The selection is enterable on the contract, but not on the Award. See "Updating Hold Billing and Revenue on Unpaid Cost Options" (PeopleSoft Contracts), "Defining Contract Billing Options" (PeopleSoft Contracts), "Understanding the Contracts Billing Process" (PeopleSoft Contracts).
Hold Revenue on Unpaid Cost	The value displayed is that shown on the Contract Billing Options page for the related contract. The selection is enterable on the contract, but not on the Award. See "Updating Hold Billing and Revenue on Unpaid Cost Options" (PeopleSoft Contracts), "Defining Contract Billing Options" (PeopleSoft Contracts), "Understanding Revenue Plan Processing" (PeopleSoft Contracts).
Project	Click to access the Project component. This component contains information related to the selected project.

Field or Control	Description
View Proposal	Click to access the General Info page in the proposal.
View Contract	Click to access the Contract - General page in PeopleSoft Contracts.
Contract Rates	Click to access the Contract Rates page, where you can view all the rate sets/ rate plans associated with the contract. Click the Contract line link on the Contract Rates page to view the Contract Terms. See "Related Projects Page" (PeopleSoft Contracts). You can also click the Rate Set/ Rate Plan link to view the rate set/ plan definition. For additional information, see "Defining Rate Set Categories, Rate Sets, and Rate Plans" (PeopleSoft Project Costing)
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 that are specific to the type of comment that you selected. Click the **Add Info** button to create user-defined additional information types.
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.
Maintain Attachments	Click to access the Maintain Attachments page and manage award attachments. See Maintaining and Reviewing Attachments. The link also displays the number of attachments on the award.
Project Start Date and **Project End Date**	Displays the Project start date and end date. The dates are populated from the Projects - General Information page. See Project - General Information Page
Commitment Control Begin Date and **Commitment Control End Date**	Displays the Commitment Control begin date and end date. The dates are populated from the Budget Definition - Control ChartField page. See "Budget Definition - Control ChartField Page" (PeopleSoft Commitment Control)

Field or Control	Description
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 modify a period, you can record the 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 Modifications page, you must also make the same changes to the contract that is associated with the award in PeopleSoft Contracts.

Keyword search allows you to execute a deeper, more free-form search, to access application data from the Grants Award Search component.

See the product documentation for *PeopleTools: Search Technology*, Working with Search Pages, Working with Keyword Search modes.

Award - Funding Page

Use the Award - Funding page (GM_AWD_FUNDING) to enter funding amounts and periods.

Navigation:

Grants > **Awards** > **Award Profile** >**Funding**

This example illustrates the fields and controls on the Award - Funding page. You can find definitions for the fields and controls later on this page.

The funded amount is the sum amount for that project and budget period in the PC_BUD_DETAIL page. This amount is view-only. The funded amount is the sponsor portion only and does not include the cost share amount. If you enter a new period in the grid on the Resources page, then the project ID is automatically created for the project.

Click the Budget Detail icon to access the Budget Detail page. The Budget Detail page contains budget information for the selected period.

Note: An award can have multiple projects with multiple budget periods.
The **Award PI** and **Primary Project PI** fields are hidden in multiple PI scenarios.

For more information on the Budget Detail page, see Establishing Proposals.

For more information on Attachments, see Maintaining and Reviewing Attachments.

Award - Resources Page

Use the Award - Resources page (GM_AWD_PRJ_RSRC) to add multiple sponsor contacts for the awarding sponsor.

Navigation:

Grants > **Awards** > **Award Profile** >**Resources**

This example illustrates the fields and controls on the Award - Resources page. You can find definitions for the fields and controls later on this page.
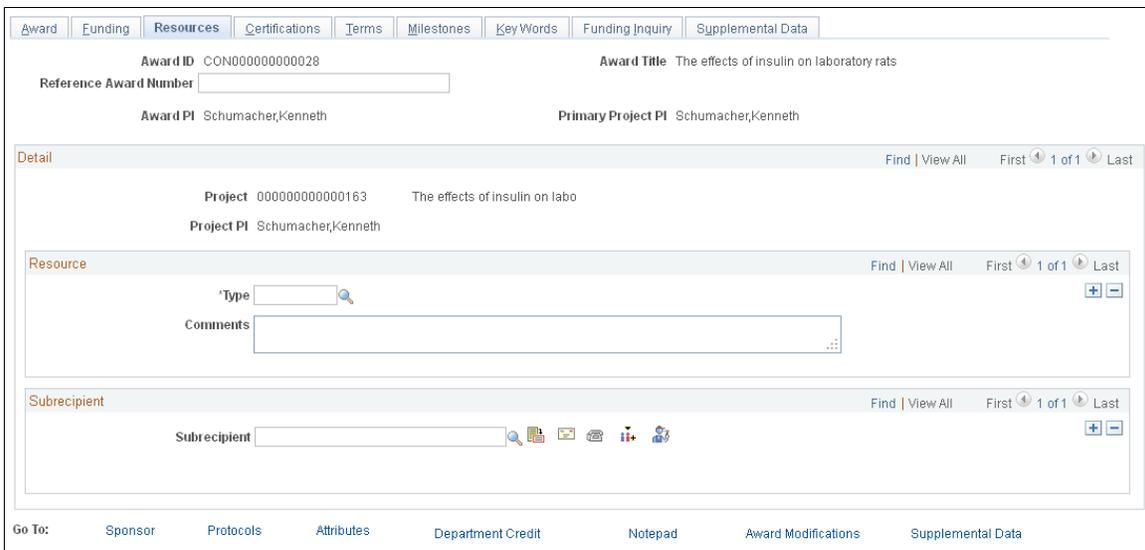
Proposal resources and subrecipient data flow from the pre-award to the post-award, through the generate process.

Field or Control	Description
PO ID (purchase order ID)	Click to access the purchase order detail page where you can enter the purchase order for the selected subrecipient.

See Resources Page.

Award - Certifications Page

Use the Award - Certifications page (GM_AWD_CERT) to maintain all relevant award-specific certifications.

Navigation:

Grants > **Awards** > **Award Profile** >**Certifications**

This example illustrates the fields and controls on the Award - Certifications page. You can find definitions for the fields and controls later on this 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.

For more information on Attachments, see Maintaining and Reviewing Attachments.

Award - Terms Page

Use the Award - Terms page (GM_AWD_TERM) to store the terms and conditions that apply to a particular award.

Navigation:

Grants > **Awards** > **Award Profile** >**Terms**

This example illustrates the fields and controls on the Award - Terms page. You can find definitions for the fields and controls later on this page.

This page is not prepopulated and no processing is associated with it. Terms and conditions might include, for example, the requirement that purchased equipment be American-made whenever possible, or that only union workers be employed for the project that is funded by the award. You can track distinct terms and conditions for each award project.

The 'Copy terms to all projects on save' option can be used to specify whether you want to enter terms and conditions for each project, or only once for the award. When you select this option and save the award, terms and conditions from the first project are copied to the remaining projects in the award, and the existing terms and conditions are deleted for the remaining projects. However, please note that if you select the 'Copy terms to all projects on save' option for an existing award and save the page without modifying the terms (add, modify, delete), the page will not copy the terms to the remaining projects. To use this option with existing awards, you must always make changes to the terms before you can copy the terms to remaining projects.

Warning! When you use the 'Copy terms to all projects on save' option, existing terms and conditions for the remaining projects will be deleted. When you use the 'Copy terms to all projects on save' option, existing terms and conditions for the remaining projects will be deleted.

Field or Control	Description
Copy terms to all projects on save	Select this option to copy terms and conditions from the first project to the remaining projects. *Warning!* When you use the 'Copy terms to all projects on save' option, existing terms and conditions for the remaining projects will be deleted.

Field or Control	Description
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 Sponsor Guidelines Page.

Award - Milestones Page

Use the Award - Milestone page (GM_AWD_MILE) to set up award milestones.

Navigation:

Grants > **Awards** > **Award Profile** >**Milestones**

This example illustrates the fields and controls on the Award - Milestones page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Award - Milestones page (2 of 2). You can find definitions for the fields and controls later on this page.

Field or Control	Description
Reference Award Number	If you did not input the Reference Award Number on the proposal, enter it here.
	Alternatively, if you did input the number on the proposal, it displays here.
	The Reference Award Number appears on some of your PeopleSoft Grants invoice formats when you process your billing information.
Milestone Type and Milestone Code	Select a milestone type. Milestone types are labels for grouping milestones. Each milestone type has a milestone code associated with it.
	For example, closeout types could include contract closeouts, financial closeouts, and technical closeouts. Define milestone types and codes in the Milestone control table (select **Setup Financials/Supply Chain** > **Product Related** > **Grants** > **Milestone Types/Codes**).
	After you select a milestone type, the system makes only those milestone codes available that are related to it. If a milestone type is inactive, the related codes do not appear in the list. If you change the milestone type of a type or code pair that you entered previously, the system clears the code to prevent a mismatch.
Milestone Priority	Select the milestone priority. Options are *High, Medium,* and *Low.*
Due Date	Select the required completion date for the milestone.
Milestone Status	Select a milestone status.
	You can define milestone statuses on the Milestone Status page.
	Note: When the status is set to Completed, the Completion Date and Completed By fields automatically set to the current date and user.
Days Prior To Notify	Enter the number of days prior to the milestone that a notification should be sent.

Field or Control	Description
Completion Date and **Completed By**	Enter the milestone completion date and an appropriate user ID for the completed by field when the milestone status is set to *Completed.*

When the milestone status is set to *Completed,* the Completion Date and Completed By fields automatically set to the current date and user. However, you can modify these fields as necessary.

When the milestone status is not set to *Completed,* these fields are unavailable for editing. |
| **Name** | Displays the name of the associated user ID from the **Completed By** field. |
| **Projects/Activities** | Click to access the Milestone Projects/Activities page and assign a project and activity to the milestone. This information is optional.

See Milestone Projects/Activities Page |
| **Attachments** | Click to access the Maintain Attachments page and manage award attachments linked to the specific milestone. The link also displays the number of attachments on the award.

See Maintaining and Reviewing Attachments |
| **Contact ID** | Click to access the Milestone Contacts page, which stores contact information. Select the contact name (the responsible person) and transmission code (a method for communicating with that person), and then enter any relevant comments.

This filed is populated with the default contact ID from the Milestone Setup page if you identify it in the milestone setup. |
| **Notification Due Date** | Displays the notification due date (the milestone due date minus the days prior to notify). |
| **Notification** | Click to access the Milestone Notification history page, which includes the following page elements: **Notify On, From, To,** and **Comment.** |
| **Notify** | Click to notify individuals that the award milestone information is due soon.

Notifications are sent to the Individuals listed in the Approval/ Notification Setup page. |
| **Comments** | Enter any details or explanations regarding overdue milestones and exceptions. |

Field or Control	Description
Select Action	Select one of these actions to add or maintain award milestones: • *Add Milestones* • *Copy Milestones* • *Update Milestones*

Adding Milestones

To add milestones, select the *Add Milestones* option from the **Select Action** field. The **Enter Milestone Details** group box appears.

This example illustrates the fields and controls available in the Enter Milestones Details group box when adding milestones.

The Add Milestones option enables you to add the same milestone multiple times, helping reduce data entry and saving you time. Update the **Enter Milestone Details** group box with the appropriate milestone information, then specify the number of rows you want created for the milestone. Click Add to generate the milestone entries. Any unpopulated fields will revert to a default value, when available.

Copying Milestones

To copy milestones, select the *Copy Milestones* option from the **Select Action** field. The **Enter Milestone Details** group box appears.

This example illustrates the fields and controls available in the Enter Milestones Details group box when copying milestones.

The Copy Milestones option enables you to copy one or more milestones at the same time.

Use the **Select this row** option to select one or more milestones you want to copy, then enter Due Date and Milestone Status in the **Enter Milestone Details** group box. Click Copy.

You can also select the **Copy Contacts** and **Copy Projects/Activities** options, which will copy contact and project/activity information along with the general milestone information.

Updating Milestones

To update existing milestones, select the *Update Milestones* option from the **Select Action** field. The **Enter Milestone Details** group box appears.

This example illustrates the fields and controls available in the Enter Milestones Details group box when updating milestones.

The Update Milestones option enables you to update one or more milestones at the same time.

Use the **Select this row** option to select one or more milestones you want to copy, then enter Due Date, Milestone Status, Days Prior To Notify, or Comments in the **Enter Milestone Details** group box. Click Update.

Milestone Projects/Activities Page

Use the Milestone Projects/Activities page (GM_MILE_PRJACT_SEC) to assign projects and activities to the milestone.

Navigation:

Grants > **Awards** > **Award Profile** >**Milestones** >**Click the Milestone Projects/Activities link.**

Milestone Projects/Activities page

You can only populate the fields on this page with projects and activities linked to the contract.

Click the **Copy All Activities** button to unassign all existing projects/activities from this page and assign all projects/activities associated with the contract/award.

Award - Key Words Page

This example illustrates the fields and controls on the Award - Key Words page . You can find definitions for the fields and controls later on this page.
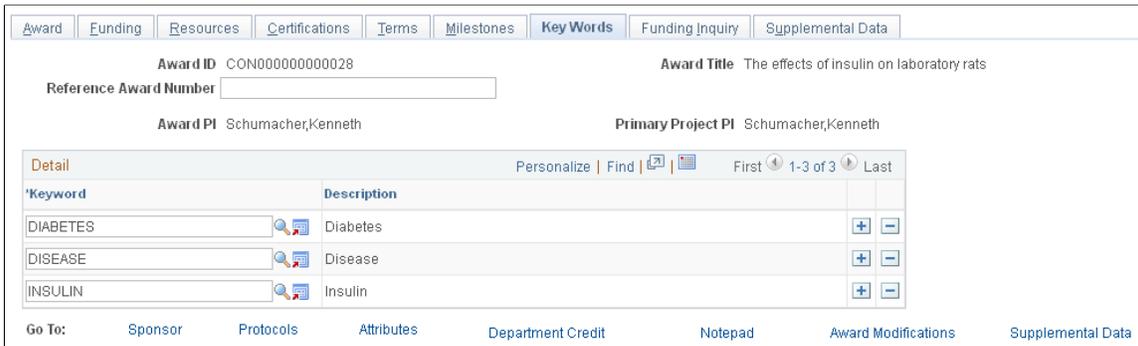
This page links key words, as defined in the key word control record, to an award. Key words can track awards by subject category (for example, science: cell biology) or link multiple codes to an award. Key words appear by default from the proposal. Establish and maintain the key word control record prior to creating proposals and awards.

Field or Control	Description
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 Proposal Key Words Page.

Award - Funding Inquiry Page

Use the Award - Funding Inquiry page (GM_AWD_FUND_INQ) to view award funding information.

Navigation:

Grants > **Awards** > **Award Profile** >**Funding Inquiry**

This example illustrates the fields and controls on the Award - Funding Inquiry page. You can find definitions for the fields and controls later on this 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.

Award - Supplemental Data Page

Use the Award - Supplemental Data page (GM_AWD_SD) to add supplemental data related to awards.

Navigation:

Grants > **Awards** > **Award Profile** >**Supplemental Data**

This example illustrates the fields and controls on the Award - Supplemental page.

The Award - Supplemental Data page shown above represents just one possible configuration of the page; you can include different fields from the same base record. You can also include fields from another base record.

Award - Sponsor Page

This example illustrates the fields and controls on the Award - Sponsor page. You can find definitions for the fields and controls later on this 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.

Award - Protocols Page

This example illustrates the fields and controls on the Award - Protocols page. You can find definitions for the fields and controls later on this 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.

Award - Attributes Page

This example illustrates the fields and controls on the Award - Attributes page. You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
	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 Attribute Types Page.
Attribute Value	Enter an attribute value to represent the selected attribute. You can enter an attribute value up to 80 characters in length.

Award - Department Credit Page

This example illustrates the fields and controls on the Award - Department Credit page. You can find definitions for the fields and controls later on this page.

Department credits that are set up in the proposal flow into the award side during the generate process. You can enter more department credits on this page.

Award - Notepad Page

This example illustrates the fields and controls on the Award - Notepad page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Award - Award Modifications Page

This example illustrates the fields and controls on the Award - Award Modifications page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Reference Award Number	Enter the sponsor reference award number. You can enter reference award numbers up to 25 characters in length.
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.

Field or Control	Description
	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.

Award Modifications for Period Page

This example illustrates the fields and controls on the Award Modifications for Period page. You can find definitions for the fields and controls later on this page.
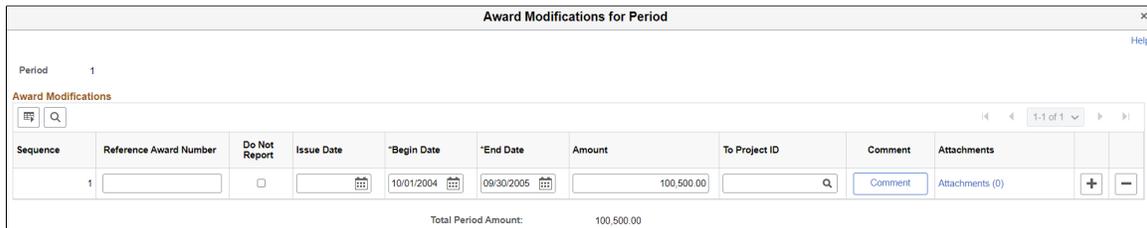
Field or Control	Description
Do Not Report	Select to exclude this award modification from being reported on the Award - Funding Inquiry page.
Attachments	Click to access the Maintain Attachments page and manage award attachments linked to an award modification for a specific period and sequence. See Maintaining and Reviewing Attachments for more information. The link also displays the number of attachments on the award.

Establishing Milestone Notifications and Processing

This topic provides an overview of milestone notifications and processing, and discusses how to review and process milestone notifications.

Pages Used to Establish Milestone Notifications and Processing

Page Name	Definition Name	Usage
Milestone Notification Page	GM_MILESTONE_NOTI	Search for a milestone using parameters, and determine whether to send an email notification to the appropriate roles.

Page Name	Definition Name	Usage
Milestone Notification Comment Page	GM_MSTONE_NOTI_CM	Add comments about the milestone notification. See Milestone Notification Page
Process Milestone Notification Page	RUN_GM_MS_NOTI	Set up the process scheduler to search for milestones that are due on the current date, and to run milestone notifications automatically.

Understanding Milestone Notifications and Processing

Three ways are available to send out milestone notifications:

- Set up a batch process that runs daily to search for milestones that are due for notification on the current date and then send online milestone notifications.

  The milestone batch process enables you to automate the Milestone Notification process.

- Use the Milestone Notification inquiry page to search for and send notifications for milestones that satisfy your selection criteria.

- Send the notification from the Award Milestone page.

Milestone Notification Page

Use the Milestone Notification page (GM_MILESTONE_NOTI) to search for a milestone using parameters, and determine whether to send an email notification to the appropriate roles.

Navigation:

Grants > **Awards** > **Milestone Notification**

This example illustrates the fields and controls on the Milestone Notification page. You can find definitions for the fields and controls later on this page.

Select one or more parameters. Click **Search** to find the milestones that meet the search criteria.

Milestones

Field or Control	Description
Notify	Select to notify each milestone. This check box is display only for completed milestones.
Award ID	Click to access the Award Profiles component.
🗨	Click to enter comments that will accompany the email notification.

Process Milestone Notification Page

Use the Process Milestone Notification page (RUN_GM_MS_NOTI) to set up the process scheduler to search for milestones that are due on the current date, and to run milestone notifications automatically.

Navigation:

Grants > **Awards** > **Process Milestone Notification**

This example illustrates the fields and controls on the Process Milestone Notification page. You can find definitions for the fields and controls later on this page.
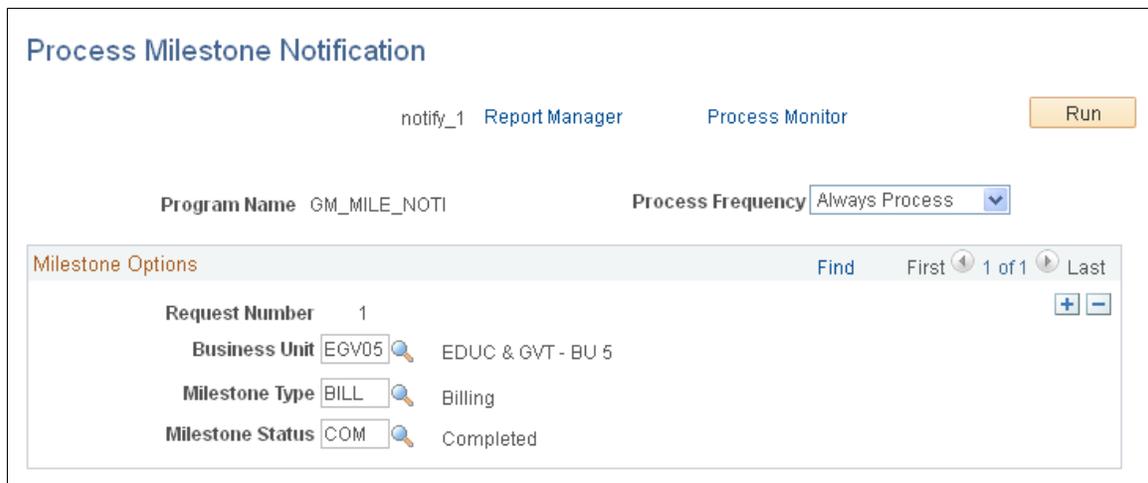
Set up the process scheduler to run the Milestone Notification process automatically. The program searches for incomplete milestones (milestone status not equal to 'COM') that are due on the current date, and then sends email notifications. Notifications are not sent for completed milestones.

You are not required to enter business unit, milestone type, or milestone status. If they are not entered, then the batch process searches for all business units, milestone types, and milestone statuses.

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

See *PeopleTools: System and Server Administration*

Establishing Award Contracts

This topic provides an overview of award contracts and discusses how to establish award contracts.

Note: This topic of the *PeopleSoft Grants* documentation describes the pages that are used most often for grants-related project contracts. For complete instructions on using all the pages in PeopleSoft Contracts, refer to the instructions in your *PeopleSoft Contracts* documentation.

Pages Used to Establish Award Contracts

Page Name	Definition Name	Usage
Contract - General Page	CA_HDR_PNL	Access contract information and change contract status to *Active.*
Billing Plan General Page	CA_BP_GEN_INFO	Change the billing status to *Ready.*
Revenue Plan Page	CA_ACCTPLAN	Change the revenue recognition status to *Ready.*

Understanding Award Contracts

After you negotiate an award, establish the award profile, and initiate the Award Generation process for a proposal, you can prepare PeopleSoft Grants for financial transactions using the appropriate pages in PeopleSoft Contracts.

When you run the Award Generation process in PeopleSoft Grants, the system automatically generates a contract. This contract represents your funded award and is required for processing any transactions against your award through to PeopleSoft Billing and PeopleSoft General Ledger. The Contract - General page captures the agreement information for your award as well as general information relating to the sponsor.

Revenue Recognition

PeopleSoft Contracts manages the booking of revenue to the general ledger through the use of revenue recognition plans and the services accounting system.

The method of revenue recognition for PeopleSoft Grants is *As Incurred.* Use this method manually to manage revenue on an as-needed basis. The As Incurred method is transaction-based revenue recognition and uses scheduled processing. As an activity is incurred and processed, revenue is recognized. This method is used with rate-based contract activity. Typically, you would use this method on cost-reimbursable grants.

Here is some general information about using revenue recognition plans with PeopleSoft Contracts:

•   Every contract must have at least one revenue recognition plan.

- All revenue recognition plans must be associated with a revenue recognition method.

- Contract lines must be linked to a revenue recognition plan.

- Rate-based contract lines that have corresponding project resource rows are assigned or linked to As Incurred revenue recognition plans.

Separate Pricing for Billing and Revenue in Contracts

Sometimes the amount billed for a contract line item is different than the amount recognized for revenue. Due to these differences, Grants works in conjunction with PeopleSoft Contracts to enable you to separately identify rates and prices for revenue and billing. This feature determines separate rates and prices for billing and revenue on an individual contract basis, using the product's price type on the contract line.

You can use the Contracts - Defaults Page to set up separate billing and revenue pricing defaults for contracts generated through Grants. You can choose the '*fixed*' billing option to ensure billing and revenue are separated on fixed amount based products, or the '*as incurred*' billing option to ensure billing and revenue are separated on rate based contract lines.

For more information, see:

Contracts - Defaults Page

"Defining Contract Billing Options" (PeopleSoft Contracts)

"Contract - General Page" (PeopleSoft Contracts)

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.

Related Links
"Understanding Revenue Plans" (PeopleSoft Contracts)
"Understanding Revenue Management" (PeopleSoft Contracts)
"Understanding Contracts" (PeopleSoft Contracts)
"Understanding Revenue Plan Processing" (PeopleSoft Contracts)

Contract - General Page

Use the Contract - General page (CA_HDR_PNL) to access contract information and change contract status to Active.

Navigation:

Customer Contracts > **Create and Amend** >**Define Contract General Info**

Contract - General page (1 of 2)

This example illustrates the fields and controls on the Contract - General page (1 of 2). You can find definitions for the fields and controls later on this page.

Contract - General page (2 of 2)

This example illustrates the fields and controls on the Contract - General page (2 of 2). You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Contracts* documentation.

Field or Control	Description
Contract Status	Displays the contract status. When the status is changed to Active, the FA activity rate status is changed to Ready on all activities that have the Ready at Activation check box selected and are associated with the contract. For more information, see Facilities Admin Options Page

Related Links

Establishing Award Contracts

Billing Plan General Page

Use the Billing Plan General page (CA_BP_GEN_INFO) to change the billing status to Ready.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Lines**

Select the Detail tab, and then click the link under the Billing Plan column heading.

This example illustrates the fields and controls on the Billing Plan General page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding Billing in Contracts" (PeopleSoft Contracts)

Revenue Plan Page

Use the Revenue Plan page (CA_ACCTPLAN) to change the revenue recognition status to Ready.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Lines**

Select the Detail tab, and then click the link under the Revenue Plan column heading.

This example illustrates the fields and controls on the Revenue Plan page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using the Revenue Plan page appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding Revenue Plans" (PeopleSoft Contracts)

Establishing Project Profiles

This topic discusses how to establish 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.

Note: This section of the *PeopleSoft Grants* documentation 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* documentation.

For more information on projects, see "Understanding Projects" (PeopleSoft Project Costing)

Pages Used to Establish Project Profiles

Page Name	Definition Name	Usage
Project - General Information Page	PROJECT_GEN_01A	Define basic information for the project.
Project - Project Department Page	GM_PROJECT_DEPT	Define the primary department that is responsible for the project.
Project Department Contact Page	GM_PROJ_DEPT_CNTC	View the primary department contact details. See Project - Project Department Page
Project - Project Costing Definition Page	PROJECT_GEN_01	Define a project.
Project - Manager Page	PROJECT_MGR	View project manager data.
Project - Location Page	PROJECT_LOCATION	Assign the project's physical location.
Project - Phases Page	PROJECT_SCHED	Track the time that is spent on different stages of a project. Use for exception reporting to view which projects are on schedule. Set actual phases, estimated phases, or both.
Project - Approval Page	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.
Project - Supplemental Data Page	PROJECT_SD	Add supplemental data related to projects.

Project - General Information Page

Use the Project - General Information page (PROJECT_GEN_01A) to define basic information for the project.

Navigation:

Grants > **Awards** > **Project** > **Project General Information**

This example illustrates the fields and controls on the Project - General Information page. You can find definitions for the fields and controls later on this page.

Field or Control	*Description*
Contract Number	Click the contract number link to access the Contract component, where you can view or modify details for the selected contract. This field displays only for Grants contracts only.
Award Info (Award Information)	Click the Award Information icon to access the Award component, where you can view or modify details for the selected award. This field displays only for Grants projects only.

Note: Instructions on using the Project - General Information page appear in the *PeopleSoft Project Costing* documentation.

See "Creating and Defining Projects" (PeopleSoft Project Costing)

Project - Project Department Page

Use the Project - Project Department page (GM_PROJECT_DEPT) to define the primary department that is responsible for the project.

Navigation:

Grants > **Awards** > **Project** > **Project Department**

This example illustrates the fields and controls on the Project - Project Department page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
F&A Requested	Select the check box to include the project in F&A calculation.
Institution ID, **Subdivision**, **Department** and **Contact ID**	Select the Institution ID, Subdivision, Department, and Contact ID for the project's primary department.
Primary Department History	Click the Primary Department History link to view a history of changes for Institution ID, Subdivision, Department, and Contact ID.
Department Info	Use the Department Info group box 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.

Project - Project Costing Definition Page

Use the Project - Project Costing Definition page (PROJECT_GEN_01) to define a project.

Navigation:

Grants > **Awards** > **Project** > **Project Costing Definition**

This example illustrates the fields and controls on the Project - Project Costing Definition page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using the Project - Project Costing Definition page appear in the *PeopleSoft Project Costing* documentation.

Grants

Field or Control	Description
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.

Project - Manager Page

Use the Project - Manager page (PROJECT_MGR) to view project manager data.

Navigation:

Grants > **Awards** > **Project** > **Manager**

Project - Manager page

You cannot enter or modify project managers on this page.

However, the project manager role is automatically populated with the principal investigator from the Proposal - Resources page during the award generation process, as follows:

- If there is only one principal investigator assigned to a proposal, the system assigns the principal investigator as project manager and displays the individual on the Project - Manager page.

- If there are multiple principal investigators assigned to a proposal and one of them is flagged as the primary PI on the Resources page, then the system assigns the primary principal investigator as project manager and displays the individual on the Project - Manager page.

- If there are multiple principal investigators assigned to a proposal and none of them are flagged as the primary PI on the Resources page, then the system assigns the first principal investigator listed as project manager and displays the individual on the Project - Manager page.

Project - Location Page

Use the Project - Location page (PROJECT_LOCATION) to assign the project's physical location.

Navigation:

Grants > **Awards** > **Project** > **Location**

This example illustrates the fields and controls on the Project - Location page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using the Project - Location page appear in the *PeopleSoft Project Costing* documentation.

Related Links
"Creating and Defining Projects" (PeopleSoft Project Costing)

Project - Phases Page

Use the Project - Phases page (PROJECT_SCHED) to track the time that is spent on different stages of a project.

Use for exception reporting to view which projects are on schedule. Set actual phases, estimated phases, or both.

Navigation:

Grants > **Awards** > **Project** > **Phases**

This example illustrates the fields and controls on the Project - Phases page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using the Project - Phases page appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Creating and Defining Projects" (PeopleSoft Project Costing)
"Setting Up Project-Related Information" (PeopleSoft Project Costing)

Project - Approval Page

Use the Project - Approval page (PROJECT_APPROVAL) to 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.

Navigation:

Grants > **Awards** > **Project** > **Approval**

This example illustrates the fields and controls on the Project - Approval page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using the Project - Approval page appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Creating and Defining Projects" (PeopleSoft Project Costing)

Project - Supplemental Data Page

This example illustrates the fields and controls on the Project - Supplemental page.

The Project - Supplemental Data page shown above represents just one possible configuration of the page; you can include different fields from the same base record. You can also include fields from another base record.

For more information about supplemental data for projects and awards, see Understanding Supplemental Award Data

Establishing Project Activities

This topic provides overviews of project activities and F&A rates and discusses how to establish project activities.

Pages Used to Establish Project Activities

Page Name	Definition Name	Usage
Project Activity - General Information Page	PROJ_ACT_DESCR	Set up project activities.
Project Activity - Definition Page	PROJECT_ACTIVITY	Define project activities.
Project Activity - FA Rates Page	GM_PRJ_ACT_FA	Enter F&A rate types.
Project Activity - Location Page	PROJ_ACT_LOCATION	Specify project activity locations.

Page Name	Definition Name	Usage
Project Activity - Attachments Page	PROJ_ACT_DOC	Add attachments to the project activity.
Project Activity - Quality Page	PROJECT_QUALITY	Rate and record quality of work for specific activities.
Project Activity - Rates Page	ACTIVITY_SERVICES	Inquire on activity contracts, billing, and revenue.

Understanding Project Activities

All transactions link to an activity, so each project must be associated with an activity. In PeopleSoft Grants, an activity is assigned to the same award as the project.

You can assign many activities to a single award. When you create an activity, the award information appears by default from the project information.

Note: This section of the *PeopleSoft Grants* documentation describes the pages that are used most often for grants-related activities. For complete instructions on using all the pages in the Project Activity component, refer to the instructions in your *PeopleSoft Project Costing* documentation.

Related Links
"Understanding Activities" (PeopleSoft Project Costing)

Understanding F&A Rates

Here is how the system uses F&A rates at the post-award activity level:

• The Project Activity - FA Rates page houses the F&A bases and rates that the F&A process uses.

• You define during implementation the values that appear in the **FA Base** fields in the **Institution, Sponsor,** and **Funded** group boxes on the Facilities Admin Base page.

• The F&A base values that you enter on the Project Activity - FA Rates page must be the same as the values that you enter on the FA Base Account tree during implementation.

• When you receive an award that is based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.

• The sponsor FA equals the funded FA base times the funded FA rate percentage.

   The system posts to the general ledger only FA funds that the sponsor awards.

• If you establish an award without performing the usual pre-award proposal procedures, the default effective dates and rates are based on the rate type that you enter manually.

• You must make other modifications, such as no-cost extensions and continuations, manually.

Project Activity - General Information Page

Use the Project Activity - General Information page (PROJ_ACT_DESCR) to set up project activities.

Navigation:

Grants > **Awards** >**Update Project Activity**

This example illustrates the fields and controls on the Project Activity - General Information page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Definition Page

Use the Project Activity - Definition page (PROJECT_ACTIVITY) to define project activities.

Navigation:

Grants > **Awards** > **Update Project Activity** > **Definition**

This example illustrates the fields and controls on the Project Activity - Definition page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - FA Rates Page

Use the Project Activity - FA Rates page (GM_PRJ_ACT_FA) to enter F&A rate types.

Navigation:

Grants > **Awards** > **Update Project Activity** > **FA Rates**

This example illustrates the fields and controls on the Project Activity - FA Rates page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
FA Rate Status	Select the FA rate status. The FA rate status controls the eligibility of the activity for F&A processing. The available options are: • *Ready*: The Hold check box is displayed when you select the FA rate status as Ready. If you select the Hold check box and save the FA Rates page, then the user name and a timestamp is displayed next to the Hold check box. • *Pending*: The Ready at Activation check box is displayed when you select the FA rate status as Pending. The check box is display only. The value is populated from the Business Unit Options and you cannot edit the value on this page. • *Cancelled* • *In Progress* • *Done* • Blank The FA rate status is automatically set to *In Progress* after the activity has been processed by F&A. The user can then change the status to *Cancelled* or *Done*. **Note:** Only an activity that has a status of *Ready* or *In Progress*, and does not have the Hold check box selected, can be processed by the F&A or Retroactive F&A processes.

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.

Project Activity - Location Page

Use the Project Activity - Location page (PROJ_ACT_LOCATION) to specify project activity locations.

Navigation:

Grants > **Awards** >**Update Project Activity** > **Location**

This example illustrates the fields and controls on the Project Activity - Location page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Attachments Page

Use the Project Activity - Attachments page (PROJ_ACT_DOC) to add attachments to the project activity.

Navigation:

Grants > **Awards** > **Update Project Activity** > **Attachments**

This example illustrates the fields and controls on the Project Activity - Attachments page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Quality Page

Use the Project Activity - Quality page (PROJECT_QUALITY) to rate and record quality of work for specific activities.

Navigation:

Grants > **Awards** > **Project Activity** > **Quality**

This example illustrates the fields and controls on the Project Activity - Quality page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Rates Page

Use the Project Activity - Rates page (ACTIVITY_SERVICES) to inquire on activity contracts, billing, and revenue.

Navigation:

Grants > **Awards** >**Update Project Activity** > **Rates**

This example illustrates the fields and controls on the Project Activity - Rates page. You can find definitions for the fields and controls later on this page.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Establishing Project Budgets

This topic provides an overview of project budgets and discusses how to define budget plans.

Pages Used to Establish Project Budgets

Page Name	Definition Name	Usage
Budget Detail Page	PC_BUD_DETAIL2	Enter budget amounts that are associated with a particular budget plan.
Budget Inquiry Page	GM_PRJ_BUD_INQ	View budget information for specific projects.
"Review Commitment Control Page" (PeopleSoft Project Costing)	PC_KK_INTFC_EXCEPT	View errors that occur when you process a project budget using PeopleSoft Project Costing.

Understanding Project Budgets

The system populates the Budget Entry - Budget Detail page with summarized budget data during the Award Generation process. However, you can modify, add, or delete budget lines on the page.

On the Budget Entry - Budget Detail page, you can:

- Assign required ChartFields within the budget journal.

- Post budgets by budget period.

- Generate rows in the Project Resource table (PROJ_RESOURCE) after the budget journals have been successfully posted to PeopleSoft Commitment Control.

  PeopleSoft Grants uses these lines to generate controlled budget journals and project budget lines.

Here is some general information about using ChartField lines on the Budget Entry - Budget Detail page:

- The system populates lines in the ChartField grid during the Award Generation process.

- You can specify budget details for each budget item in a project.

- You can post budget information by budget period.

- You can insert resource lines into the grid at any time and post lines individually.

- You can delete lines only if you have not generated a journal for the budget line.

- The data that you enter in the grid is the basis for generating budget journals for controlled budgets and for budget data that is stored in PeopleSoft Grants.

Budget Detail Page

Use the Budget Detail page (PC_BUD_DETAIL2) to enter budget amounts that are associated with a particular budget plan.

Navigation:

Grants > **Awards** > **Project Budgets**

This example illustrates the fields and controls on the Budget Detail page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Finalize	Click *Finalize* after making changes to an active budget period. The system finalizes the plan by picking up the rows only for a budget period and not the entire plan, as in PeopleSoft Project Costing. When you click the **Finalize** button: • If PeopleSoft Commitment Control is enabled, and the general ledger groups are set up for the Commitment Control process, the system sends the transactions to PeopleSoft Commitment Control by the Projects to Commitment Control Application Engine process (PC_ WRAPPER). • The system sends budget rows to the Project Resource table (PROJ_RESOURCE). Rows are sent only once. Finalizing adds rows to the Project Resource interface table and calls the Projects Interface Edit process (PC_INTFEDIT). • To prevent PeopleSoft Commitment Control problems and to track the history of changes to the budget, the system prevents changes to finalized budgets and displays them as display-only on the grid. You can, however, add new rows to the grid and refinalize the budget period. See Integration Process Flows for PeopleSoft Grants and "Integration of Commitment Control with PeopleSoft Applications" (PeopleSoft Commitment Control)

Project Budget Summary

Field or Control	Description
Total Budget	Displays a rolled-up value based on the node that is selected.

General Tab

The system populates the General tab with budget details from the proposal, including amounts for the budget activities belonging to the project.

Project Detail Tab

Specify the values for the project-related fields for the PeopleSoft Grants budget rows that are displayed.

General Ledger Detail Tab

Specify the PeopleSoft General Ledger ChartField values for the PeopleSoft Grants budget rows that are displayed. When the system creates budget journals, it books the budget row amounts to the specified ChartFields.

Note: Budgetary ChartFields can be selected on the General Ledger Detail tab.

Commitment Control Detail Tab

Displays the ledger and ledger group that the system uses to book the budget journals.

If you need to specify the type of budget row that you are posting, use the **Budget Line Code** field to indicate whether the budget row is *Original, Adjustment, Roll Forward,* and so on. *Original* is the default value. If you have funding source control enabled in your commitment control setup, the system displays the appropriate value here.

Note: If any errors occur while posting to commitment control, the system stores the error rows on the Review Commitment Control page. You can find the commitment control posting error, fix the error, and resend the lines to commitment control.

Grants Detail Tab

Field or Control	*Description*
Facilities and Administrative	Click to designate that the line is an F&A line.
Cost Sharing	Click to designate that the line is a cost-sharing line.

Instructions on defining budgets also appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Understanding Exception Handling and Notification" (PeopleSoft Commitment Control)
"Sending Commitment Control Transactions to PeopleSoft Project Costing" (PeopleSoft Project Costing)
"Understanding Project Cost and Revenue Budgets" (PeopleSoft Project Costing)
Commitment Control Setup Steps for PeopleSoft Grants

Budget Inquiry Page

Use the Budget Inquiry page (GM_PRJ_BUD_INQ) to view budget information for specific projects.

Navigation:

Grants > **Awards** > **Project Budget Inquiry**

This example illustrates the fields and controls on the Budget Inquiry page. You can find definitions for the fields and controls later on this page.

After you successfully post the budget journals, you can inquire on the budget. Select the GL Info and Posted, FA, and C/S Info tabs to view the budget journal IDs and the date that you posted the rows, as well as the budget header status, the ledger, and the ledger group to which you posted the journals.

Maintaining and Reviewing Attachments

Pages Used to Maintain and Review Attachments

Page Name	Definition Name	Usage
Maintain Attachments Page	GM_AWD_ATTACH	Manage attachments for awards.
Review Attachments Page	GM_AWD_SRCH_ATTACH	Search for attachments of an award.

Maintain Attachments Page

Use the Maintain Attachments page (GM_AWD_ATTACH) to manage attachments for awards.

Navigation:

Grants > **Awards** >**Maintain Award Attachments**

This example illustrates the fields and controls on the Maintain Attachments Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Attachment Type	Select the attachment type. Based on the attachment type selected, additional key value fields are displayed. The additional key value fields are mandatory. The available options are: • *Award Modifications*: Additional key value fields are Period and Sequence. • *Certifications*: Additional key value fields are PC Business Unit, Project and Certification Code. • *Funding Period*: Additional key value fields are PC Business Unit, Project and Budget Period. • *General*: No additional key value fields. • *Milestones*: Additional key value field is Milestone ID.
Add Attachment	Click to browse for the file and upload the attachment.
Additional Details	Based on the key value fields selected, you can view additional related fields on this tab. These are display-only.

When the Maintain Attachments page is accessed using the links on the following pages or tiles, attachment type and the key value fields are not available for editing.

• Award Funding

• Award Certifications

• Award Milestones

• Award Modification Period

• Award Milestones tile.

• Award Certifications tile.

Related Links

Grants Management Homepage

Review Attachments Page

Use the Review Attachments page (GM_AWD_SRCH_ATTACH) to search for attachments associated with an award.

Navigation:

Grants > **Awards** > **Review Attachments**

This example illustrates the fields and controls on the Review Attachments page.

Field or Control	Description
Search	Select an attachment type and click Search to view the attachments. The default value for Attachment type field is *General*. Based on the attachment type selected, other key value fields are displayed. You can also do a wildcard and case insensitive search using the Description field.
🖼	Click Edit icon to access the Maintain Attachments page.

Modifying End Dates

This topic discusses how to modify the end dates for various components involved in Grants.

Pages Used to Modify End Date

Page Name	Definition Name	Usage
Modify End Dates	GM_MODIFY_DATE	Modify the end dates associated with an award.

Modify End Dates Page

Use the Modify End Dates page (GM_MODIFY_DATE) to modify the end dates associated with an award.

Navigation:

Grants > **Awards** > **Modify End Dates**

This example illustrates the fields and controls on the Modify End Dates (1 of 3). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Modify End Dates (2 of 3). You can find definitions for the fields and controls later on this page.

Award Funding

Select	Project	Period	Begin Date	End Date	Funded Amount	Currency	
☐	000000000000163	1	10/01/2004	09/30/2005	100500.000	USD	+
☐	000000000000163	2	10/01/2005	09/30/2006	100950.000	USD	+
☐	000000000000163	3	10/01/2006	09/30/2007	100450.000	USD	+
☐	000000000000163	4	10/01/2007	09/30/2008	100750.000	USD	+
☐	000000000000163	5	10/01/2008	09/30/2009	250000.000	USD	+

☑ Select Funding Period   ☐ Clear Funding Period

Award Modifications   1-5 of 5   View All

Select	Reference Award Number	Period	Issue Date	Begin Date	End Date	Amount	Currency	
☐		1		10/01/2004	09/30/2005	100500.00	USD	+
☐		2		10/01/2005	09/30/2006	100950.00	USD	+
☐		3		10/01/2006	09/30/2007	100450.00	USD	+
☐		4		10/01/2007	09/30/2008	100750.00	USD	+
☐		5		10/01/2008	09/30/2023	250000.00	USD	+

☑ Select Modification Period   ☐ Clear Modification Period

This example illustrates the fields and controls on the Modify End Dates (3 of 3). You can find definitions for the fields and controls later on this page.

Project Team   1-1 of 1   View All

Select	Project	Team Member	Name	Project Role	Schedule	Start Date	End Date
☐	000000000000163	KU0042	Schumacher,Kenneth	PI	1	10/01/2004	09/30/2023

☑ Select Team Schedule   ☐ Clear Team Schedule

Copy End Dates

New End Date [   ]   [Copy New End Date]

Update Commitment Control Budget   View Contract

This example illustrates the fields and controls on the Modify End Dates- Commitment Control tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Award ID	Click the Award ID link to view the Award Profile page.
Award Start Date	Displays the award start date.
Award End Date	Displays the award end date. The end date can be edited.

Field or Control	Description
Update Commitment Control Budget	Click to access the Budget Definition - Control ChartField page. **Note:** The link is available only if Commitment Control is enabled for Grants on the Installation Options - Products page. Use the link if you wish to update the Commitment Control Budget Definition manually. For more information, see "Setting Up Control Budget Definitions" (PeopleSoft Commitment Control).
View Contract	Click to access the Contracts - General page. For more information, see "Defining General Contract Information" (PeopleSoft Contracts)

Contract Lines

Field or Control	Description
Select	Click to select each contract line.
Product	Click the product link to access the Contract - Lines page.
End Date	Displays the contract line end date. Select a contract line to update the End Date.
LOC Doc ID, LOC Doc ID End Date, Subaccount ID and Inactive Doc ID	Displays the LOC (Letter of Credit) details associated with the product. The LOC details are available only if there are rate based lines and the payment method on the billing options of the contract is Letter of Credit. Select the contract line to modify the LOC details.
Billing Limit	Displays the billing limit amount specified for a rate based line. The field is blank for amount based lines.
Revenue Limit	Displays the revenue limit amount of the contract line. The field is available only if the Separate Fixed Billing Revenue or Separate As Incurred Billing Revenue check box is selected on the Contracts General Information page.
Select All Lines and Clear All Lines	Click to select or deselect all contract lines.

Associated Projects & Activities- General Tab

Field or Control	Description
Project	Click to access the Project - General Information page.
Activity	Click to access the Project Activities page.
Project Start Date and **Project End Date**	Displays the start and end date of the project. Selecting a project allows you to edit the end date.
Activity Start Date and **Activity End Date**	Displays the start and end date of the activity. Selecting an activity allows you to edit the end date.

Associated Projects & Activities- Commitment Control Tab

Field or Control	Description
Commitment Control Begin Date and **Commitment Control End Date**	Displays the Commitment Control begin date and end date. The dates are populated from the Budget Definition - Control ChartField page. For more information on Control ChartField page, see "Budget Definition - Control ChartField Page" (PeopleSoft Commitment Control).
New Commitment Control End Date	Displays the modified project end date. The date is calculated using Project End Date + Days to Add to Project End Date from the Award Business Unit Definitions component. You must select an end date greater than the Commitment Control Begin Date. Else, upon saving the date, a message displays indicating the same. This field is editable only if you have selected the *Allow Override* check box on the Grants Budget Definition page. **Note:** The new Commitment Control end dates are updated by an application engine. Upon saving the new end dates, a message displays indicating that a process instance has been scheduled to update the commitment control dates. When the process is finished, you must reload the page to view the new end dates.

Award Funding

Field or Control	Description
Period	Displays the award funding periods that are defined for an award. **Note:** The end date of only the last award funding period for each project can be edited.
	Click to access the Budget Detail page.
	Click to add a new award funding period. The start date of the new funding period would be the next day from the last funding period of the project and the default end date would be a year later.
Select Funding Period	Click to select all the eligible last award funding periods.

Award Modifications

Field or Control	Description
Period	Displays the award modification periods that are defined for an award. **Note:** The end date of only the last award modification period can be edited. Award Modification for a Period is updated only if the Sync Modification for Period check box is selected on the Award Setup Definition page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and Business Unit Definition). For more information, see Defining PeopleSoft Grants Rules and Business Units
	Click to add a new award modification period. The start date of the new award modification period would be the next day from the last award modification period and the default end date would be a year later.
Select Modification Period	Click to select the eligible last modification period.

Project Team

Note: The Project Team grid is displayed only when Program Management is disabled. If there are no resources for the project team, then the Project Team grid is hidden.

Field or Control	Description
Project	Click the link to access the Team page. See "Project Definitions - Team Page" (PeopleSoft Project Costing)
Team Member	Click the link to access the Team Detail page. See "Project Definitions - Team Detail Page" (PeopleSoft Project Costing)
Multiple Schedules	Indicates that the team member has multiple schedules within the overall project schedule.
Schedule	Displays the number of schedules within the overall project schedule for the team member.
Start Date and **End Date**	Displays the start and end date of the team schedule. For team members with multiple schedules, the start date and end date of the latest team schedule is displayed. Selecting a project allows you to edit the end date.

Note: If a project end date is adjusted to an earlier date, the team members whose schedule end date is beyond the new project end date are auto selected for update with the new project end date. The Project team end date remains unavailable for edit in this scenario.
If the project team member is a manager, then the project team manager end date is also updated with the new date.

Copy End Dates

Field or Control	Description
New End Date	Enter the end date to be populated.
Copy New End Date	Click to copy the new end date on all the selected grid rows as well as the award end date.
	Note: Alternately, once you have selected a row you can manually specify the end date for it.

Processing Facilities and Administration Costs and Adjustments

This topic provides an overview of processing facilities and administration (F&A) costs and adjustments, and discusses the pages required to process F&A costs and adjustments.

Pages Used to Process F&A Costs and Adjustments

Page Name	Definition Name	Usage
Process Facilities Admin Page	RUN_GM_FA	Process F&A costs.
FA Error Interactive Report Page	GM_FA_INQ	Display information about F&A errors.
Process Facilities Admin Adjustments Page	RUN_GM_RTRO_FA	Generate F&A adjustment transactions and post transactions to the Grants, Contracts, and Project Costing tables.
Facilities Admin Adjustments Review Page	GM_RFA_REVIEW	Review generated F&A adjustment transactions and post the approved transactions to the Grants, Contracts, and Project Costing tables.

Understanding F&A Processing

This topic discusses:

- F&A cost calculations.

- Analysis types and cost sharing.

- F&A processing.

- Waived and cost-shared F&A lines.

- How PeopleSoft Grants uses F&A rates at the post-award activity level.

F&A Cost Calculations

PeopleSoft Grants is delivered with a process that automatically calculates and stores F&A costs on all sponsor-funded amounts. You can also calculate waived and cost-shared F&A amounts.

The system processes PeopleSoft Grants lines based upon three criteria:

- **Grants** check box.

  When you establish a project, select the GM Object in the **Grants Project** field on the Project Definition page to indicate that the project is related to PeopleSoft Grants rather than to PeopleSoft Project Costing. The F&A process computes only PeopleSoft Grants-related lines.

- F&A status (FA_STATUS).

When the system processes PeopleSoft Grants lines, it updates the FA_STATUS to prevent lines from being reprocessed. The process selects only those lines with an F&A status of *N* or with a blank status line. If you enter a line directly into the PeopleSoft Grants system, its default F&A status is *N;* however, the feeder systems don't assign a value to FA_STATUS, so all lines that come from feeder systems have a blank value.

- FNA (facilities and administration) analysis group.

  The F&A process selects its data based on analysis types that you include in the FNA analysis group. For example, if you want to calculate F&A on all lines initiating from the PeopleSoft Time & Labor and Accounts Payable applications, include *PAY* and *ACT* analysis types in the FNA analysis group. If you use an analysis group other than *FNA,* you must modify the process for it to run properly.

Analysis Types and Cost Sharing

PeopleSoft Grants enables you to select the analysis type with which a line is stamped when it comes into PeopleSoft Grants from a feeder system.

Observe these guidelines when using analysis types and cost sharing in PeopleSoft Grants:

- Define analysis types on the Analysis Types page **(Setup Financials/Supply Chain** > **Product Related** > **Project Costing** > **Transaction Options** > **Analysis Types).**

- To facilitate cost-sharing analysis and reporting, stamp incoming cost-sharing lines with unique analysis types.

  Define cost-sharing analysis types on the Installation - Grants page **(Setup Financials/Supply Chain** > **Install** > **Installation Options** > **Grants).**

- To determine which lines the system processes for F&A, group analysis types into analysis groups.

- PeopleSoft Grants has hard-coded the FNA analysis group in the F&A process, so you should use this analysis group to group all F&A analysis types.

F&A Processing

Here is some general information about how the system processes F&A transactions:

- The F&A process calculates F&A amounts at the transaction line level based on actual expense transaction amounts, F&A bases, and F&A rates.

- You establish default bases and rates in the Maintain Institution **(Grants** > **Institutions** >**Institution F&A Rates** and Maintain Sponsor **(Grants** > **Sponsors** >**Sponsor F&A Rates** components.

  The system, however, ultimately uses the information on the Project Activity F&A Rates page **(Grants** > **Awards** > **Project Activity** > **FA Rates)** for the actual computation.

- The system uses the accounting date on the original transaction line to find the appropriate effective date and rate for the F&A calculation.

- When the system processes a transaction for F&A, it updates the FA_STATUS to *D* to prevent it from re-extracting the same lines.

- The process calculates F&A amounts for all sponsor-funded actual costs (this amount is stored in PeopleSoft Grants and PeopleSoft General Ledger).

- For additional reporting and analysis, you can calculate F&A costs on waived and cost-shared amounts (these amounts are stored only in PeopleSoft Grants).

  The process creates the various F&A lines in using this code:

  ```
  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** >**Setup Grants F&A 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** >**Setup Grants F&A 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 (waived facilities and administration) amount has no offset line and is stored only in the PeopleSoft Grants tables.

This computation captures the difference between the amount of F&A that could have optimally been recovered and the amount that was actually awarded by the sponsor.

```
(Cost Shared Amount x Institution Rate) or (Cost Shared Amount x
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** >**F&A Error 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.

Related Links
Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options
Establishing Project Activities
"Viewing and Handling Budget Transaction Exceptions" (PeopleSoft Commitment Control)

Understanding F&A Adjustment Processing

Throughout the life of a grant, you may find that you need to update the F&A rate associated with the grant due to a change in the agreement with a sponsor, a correction of an erroneous rate, or for other

reasons. When this occurs, you must adjust the rate on the Project Activity - FA Rates page, recalculate the F&A costs, create adjustment bills, and adjust revenue figures.

PeopleSoft Grants provides you with F&A adjustment processing that enables you to:

• Effective date the departmental percentage (pledged) on the Project Department page, enabling the F&A adjustment process to create accurate revenue offset entries based on the accounting date.

• Process F&A adjustments based on new or updated F&A bases and F&A rates.

• Generate F&A adjustment transactions for a single grant, project, activity or business unit.

Note: When Commitment Control is enabled for Grants and Project Costing, adjustment transactions are processed through Commitment Control and checked against control budgets.

• Review F&A adjustment transactions prior to posting, with the ability to approve or delete the transactions.

• Automatically post the approved F&A adjustment transactions to the Grants, Contracts, and Project Costing tables.

For more information, see:

Project Activity - FA Rates Page

Project - Project Department Page

Process Facilities Admin Adjustments Page

Facilities Admin Adjustments Review Page

Prerequisites

(Optional) Before using the Process Facilities Admin Adjustments page to generate F&A adjustment transactions, you may choose to set up a summarization template to identify the fields and level of summarization that the system should use when generating adjustment transactions.

If you do not define a summarization template, the system attempts to group transactions to create delta adjustments based on a list of predetermined fields, including the GL chartfields.

For more information, see:"Summarization Template Page" (PeopleSoft Project Costing)

Steps to Process F&A Adjustments

To process F&A adjustments:

1. Adjust the appropriate rate on the Project Activity - FA Rates page.

2. Generate F&A adjustment transactions using the Process Facilities Admin Adjustments page.

    You can use the Process Facilities Admin Adjustments page to post F&A adjustment transactions to the Grants, Contracts, and Project Costing tables. Or you can send the transactions to the GM_RFA_STAGE_PR staging table for review and approval using the Facilities Admin Adjustments Review page.

Whether the adjustment transactions are posted directly to the permanent tables or the staging table, they are first processed through Commitment Control and checked against control budgets (when Commitment Control is enabled for Grants and Project Costing).

3. (Optional) Review F&A adjustment transactions and post the approved transactions to the Grants, Contracts, and Project Costing tables using the Facilities Admin Adjustments Review page.

For more information, see:

Project Activity - FA Rates Page

Process Facilities Admin Adjustments Page

Facilities Admin Adjustments Review Page

Process Facilities Admin Page

Use the Process Facilities Admin (process facilities administration) page (RUN_GM_FA) to process F&A costs.

Navigation:

Grants > **Awards** > **Process Facilities Admin**

This example illustrates the fields and controls on the Process Facilities Admin page. You can find definitions for the fields and controls later on this page.

Here is how the system processes F&A information from this page:

• This run control page triggers a PeopleSoft Process Scheduler request. You can process the F&A using the *All* value in the **Date Option** field.

• You can automate this request to run at certain times, such as on the 15th of every month; however, you must coordinate running this process with running other processes in your financials systems.

• No upper limit is made to F&A amounts in PeopleSoft Grants; the budget checking process ascertains whether you have the funds, and that is the only validation.

• After you run the F&A process in PeopleSoft Grants, run the Journal Generator to send sponsor F&A, its offsets, and any due to and due from lines to PeopleSoft General Ledger.

- When the lines are in PeopleSoft General Ledger, you need to edit them and post them to a ledger.

Field or Control	Description
Exception Accounting Date	Select to specify an accounting date other than the current date for F&A processing. When you select this option, a field appears in which you can select a date. The system assigns the date that you specify to all F&A lines created from this run control page.

FA Error Interactive Report Page

Use the FA Error Interactive Report (facilities administration error interactive report) page (GM_FA_INQ) to display information about F&A errors.

Navigation:

Grants > **Awards** >**F&A Error Report**

This example illustrates the fields and controls on the FA Error Interactive Report page. You can find definitions for the fields and controls later on this page.

Use the fields appearing in the **Search Criteria for FA Error** group box to search for errors in the F&A process. Click **Search.**

If errors occur during the F&A process for a particular business unit, project, or activity, it displays the information in the **Facilities and Administration Inquiry** group box.

Select the ID tab to view the business unit, project, activity, analysis type, and transaction ID.

Select the Chartfields tab to view the GL business unit, department, account, operating unit, fund, program, class, budget reference, product, affiliate, fund affiliate, and operating unit affiliate where the error occurred.

Select the Date and Amount tab to view the transaction date, accounting date, and amount. To view the budget status and error status, select the Errors tab.

Select the Errors tab to view the status of the error and the process instance to use to research the error that occurred when the Process Facilities Admin process was run.

Related Links

"Understanding Exception Handling and Notification" (PeopleSoft Commitment Control)

Process Facilities Admin Adjustments Page

Use the Process Facilities Admin Adjustments page (RUN_GM_RTRO_FA) to generate F&A adjustment transactions.

Navigation:

Grants >**Awards** >**Process Retroactive F&A** >**Process Facilities Admin Adjustments**

Process Facilities Admin Adjustments page

Use the **Run** button to automatically generate F&A adjustment transactions based on the selection criteria you define on this page:

- If you selected the Requires Approval option, the adjustment transactions are sent to the GM_RFA_STAGE_PR staging table for review and approval using the Facilities Admin Adjustments Review page. If you did not select the Requires Approval option, the adjustment transactions post directly to the Grants, Contracts, and Project Costing tables.

- If you selected the Requires Approval option to load adjustment transactions into the GM_RFA_STAGE_PR staging table, the RUN_GM_RTRO_FA process deletes any matching transactions already stored in the staging table. In other words, the process will not allow duplicate transactions to be generated and deletes any matching transactions from the staging table.

- Whether the adjustment transactions are posted directly to the permanent tables or the staging table, they are first processed through Commitment Control and checked against control budgets (when Commitment Control is enabled for Grants and Project Costing).

Application Options

Use the fields in the Application Options group box to identify specific transactions for which you want to recalculate F&A costs and generate adjustment transactions.

Output Options

The **Description, Accounting Date Option,** and **Accounting Date** fields in the Output Options group box enable you to define display attributes for the adjustment transactions. The values you enter for these fields are stamped on the final adjustment transactions. If you leave these fields empty, the adjustment transactions use the description from the original source transaction.

Select the **Requires Approval** option to require that the adjustment transactions are sent to the GM_RFA_STAGE_PR staging table for review and approval using the Facilities Admin Adjustments Review page. If you select this option, the transactions will not immediately post to the Grants, Contracts, and Project Costing tables.

Select the **Purge Existing Pending Approval** option to delete all transactions in the staging table (GM_RFA_STAGE_PR).

Facilities Admin Adjustments Review Page

Use the Facilities Admin Adjustments Review page (GM_RFA_REVIEW) to review F&A adjustment transactions and post the approved transactions to the Grants, Contracts, and Project Costing tables.

Navigation:

Grants >Awards >Review Retroactive F&A >Facilities Admin Adjustments Review

Facilities Admin Adjustments Review page

This page enables you to review generated F&A adjustment transactions stored in the GM_RFA_STAGE_PR staging table, mark transactions as *Approved* or *Delete,* and insert approved transactions into permanent Grants, Contracts, and Project Costing tables.

Use the **Business Unit, Project, Activity, Award Business Unit, Contract, Customer ID,** and **Data Option** fields to search for specific adjustment transactions. You can also use the **Select Project Activities** link as a component of your search criteria.

After inputting your search criteria, click the **Search** button to have search results appear in the F&A Adjustments Detail group box.

Use the Project Costing and Additional tabs in the F&A Adjustments Detail group box to review the F&A adjustment transactions:

*   Only sponsor F&A transactions are selectable, non sponsor transactions cannot be selected.

*   Select a transaction to set its approval status to *Approved* or *Delete.*

*   Non sponsor F&A transactions that are related to the sponsor F&A transaction inherit the approval status of the sponsor F&A transaction.

    Related transactions are those that share the same 'RESOURCE_ID_FROM' value.

Select an approval status for the F&A adjustment transactions. You can choose from:

*   *Approved*: Transactions marked approved are eligible for insertion into permanent Grants, Contracts, and Project Costing tables.

*   *Delete*: Transactions marked 'delete' are eligible for deletion from the GM_RFA_STAGE_PR staging table, pending the successful completion of commitment control reversal (when Commitment Control is enabled for Grants and Project Costing). If the transaction fails commitment control reversal, it remains in the staging table with a delete status. In order for the transaction to be deleted, you must first complete the reversal through commitment control. If Commitment Control is not enabled, transactions marked 'delete' are immediately deleted from the staging table when you process the transactions.

Use the **Update** button to apply an approval status to the selected transaction and its related transactions.

Use the **Process Transactions** button to move approved transactions from the staging table to the permanent tables and delete those transactions marked as such from the staging table. The Process Transactions button calls the GM_RTRO_FA process.

Reviewing PeopleSoft Grants Information

This topic discusses how to review 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.

Pages Used to Review PeopleSoft Grants Information

Page Name	Definition Name	Usage
Award Inventory Page	GM_AWD_RPTS	Review inventory of PeopleSoft Grants awards.
Project Forecast Page	GM_PRJ_FCST_RPT	Review projected budget and revenue information for selected projects.
Project Variance Page	GM_PRJ_VAR_RPT	Review variances in budgeted and actual amounts as well as balances for selected projects.
Proposal Inventory Page	GM_PROP_RPTS	Review inventory of PeopleSoft Grants proposals.

Award Inventory Page

Use the Award Inventory page (GM_AWD_RPTS) to review inventory of PeopleSoft Grants awards.

Navigation:

Grants > **Interactive Reports** >**Award Inventory Report**

This example illustrates the fields and controls on the Award Inventory page. You can find definitions for the fields and controls later on this 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.**

Project Forecast Page

Use the Project Forecast page (GM_PRJ_FCST_RPT) to review projected budget and revenue information for selected projects.

Navigation:

Grants > **Interactive Reports** >**Project Forecast Report**

This example illustrates the fields and controls on the Project Forecast page. You can find definitions for the fields and controls later on this page.

Select the project information that you want to retrieve—either cost-sharing or noncost-sharing. Select the from and to dates for which you want to retrieve information. Click **Retrieve.**

Project Variance Page

Use the Project Variance page (GM_PRJ_VAR_RPT) to review variances in budgeted and actual amounts as well as balances for selected projects.

Navigation:

Grants > **Interactive Reports** >**Project Variance Report**

This example illustrates the fields and controls on the Project Variance page. You can find definitions for the fields and controls later on this page.

Select the project information that you want to retrieve—either cost-sharing or noncost-sharing. Select the from and to dates for which you want to retrieve information. Click **Retrieve.**

Proposal Inventory Page

Use the Proposal Inventory page (GM_PROP_RPTS) to review inventory of PeopleSoft Grants proposals.

Navigation:

Grants > **Interactive Reports** >**Proposal Inventory Report**

This example illustrates the fields and controls on the Proposal Inventory page. You can find definitions for the fields and controls later on this page.

Use the fields in the **Search Criteria** group box to select or enter the information for which you want to view an inventory of proposals. Click **Search.** Click the **Proposal ID** link to view the proposal.

Here is the proposal date search criteria:

• If you enter a From date, the system returns all proposals having a date on or after the entered date.

• If you enter a To date, the system returns all proposals having a date on or before the entered date.

• If you enter both From and To dates, the system returns all proposals having dates between the entered dates.

Closing Out Awards

This topic provides an overview of contract closeouts and project and activity close outs, and discusses how to close out awards.

Pages Used to Close Out Awards

Page Name	Definition Name	Usage
Contract - General Page	CA_HDR_PNL	Close out award lines.
Status Types Page	PROJ_STATUS_DEFN	Create status types and set control actions to limit transactions coming into PeopleSoft Project Costing from cost-feeder applications.

Page Name	Definition Name	Usage
Project - Status Page	PROJECT_STATUS	Set the status for a project.
Activity - Status Page	PROJECT_ACT_STATUS	Set the status for an activity.
Closing Rule Options Page	KK_CLOSE_DEFN1	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 Page	KK_CLOSE_REQUEST	Initiate the Budget Close process.

Understanding Contract Close Outs

Contracts with *Closed* status have these attributes:

- Data fields are not available for entry.

- Downstream processing is not allowed for the contract.

- The contract passed system data validation to verify that all processing that is related to the contract is complete.

- The contract is not included in prompt pages for other applications.

When you are closing out contracts, be aware that:

- No system checks prohibit you from changing the status of a contract from *Pending* to *Closed.*

  For you to change the process status for a contract from *Active* to *Closed,* billing plans must not be linked to a contract with a status of *In Progress.*

  Here are some reminders:

- Unless you are closing a contract due to termination, verify that the status for all billing plans is *Complete.*

  You can close a contract that is linked to a billing plan with a status of *Pending* or *Ready.*

- The revenue recognition plan status for any revenue recognition plans that are linked to the contract must not be *In Progress.*

- Unless you are closing a contract due to termination, verify that the status for all revenue recognition plans is *Completed* or *Canceled.*

  You can close a contract that is linked to a revenue recognition plan with a status of *New, Ready,* or *Reversed.*

- Verify that no amendments are *Pending* or *Ready;* they must be either *Complete* or *Canceled.*

- Verify that no prepayments are *Pending* or *Active;* they must be either *Complete* or *Inactive.*

- Verify that no renewal packages are *Pending* or *Ready;* they must be either *Complete* or *Canceled.*

The processing statuses can flow forwards only; that is, you cannot:

- Change the status from *Active* back to *Pending.*

- Change the status from *Closed* back to *Active.*

- Change the status from *Closed* back to *Pending.*

When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next processing status level. Unless the contract meets all of the necessary criteria, the processing status cannot advance.

Understanding Project and Activity Close Outs

You can control resource transactions that come from PeopleSoft feeder systems based on the analysis type of the incoming transactions.

To do this, you must first set status control options on the Status Types page, then assign a status type to the project or activity. The options that you set for that status type determine whether PeopleSoft Project Costing allows incoming transactions based on their analysis types.

Because status types are effective-dated, you can define multiple statuses and apply them sequentially to a project or activity over time.

You can control incoming transactions at either the project or activity level

Related Links
"Controlling Incoming Transactions" (PeopleSoft Project Costing)
"Status Types Page" (PeopleSoft Project Costing)
"Creating and Defining Projects" (PeopleSoft Project Costing)

Contract - General Page

Use the Contract - General page (CA_HDR_PNL) to close out award lines.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **General**

This example illustrates the fields and controls on the Contract - General page. You can find definitions for the fields and controls later on this page.

Change the contract status to *Closed* to indicate that either the contract has been terminated midstream (the status went directly from *Pending* to *Closed* or was canceled after processing) or archived (all contractual obligations have been fulfilled and all entitlements received). Contracts that are set to *Closed* are removed from processing and views, but the historical contract data is still available by query.

Note: For as-incurred billing plans, you must manually change the status on the Billing Plan General page because the system doesn't know when the last transactions have been accumulated in PeopleSoft Project Costing and processed through to PeopleSoft Billing.

For as-incurred revenue recognition (award revenue), you must manually change the revenue recognition plan status to *Done* because the system does not know when the last transactions were accumulated in PeopleSoft Project Costing and processed through to revenue recognition. If your as-incurred revenue recognition plan has events associated with it, you must wait until all events are complete before you can change the revenue recognition plan status to *Done*.

Related Links

"Defining Contract Types" (PeopleSoft Contracts)

Status Types Page

Use the Status Types page (PROJ_STATUS_DEFN) to create status types and set control actions to limit transactions coming into PeopleSoft Project Costing from cost-feeder applications.

Navigation:

Setup Financials/Supply Chain > **Product Related** > **Project Costing** > **Project Options** > **Status Types**

This example illustrates the fields and controls on the Status Types page. You can find definitions for the fields and controls later on this page.

You can identify the project statuses that you want to use.

Field or Control	Description
Effective Date	Select the date when the status change goes into effect. Status types are effective-dated, so multiple statuses can be defined and applied sequentially to a project or activity over time.
Status	*Active* appears by default. Select *Inactive* to deactivate the status control options that are associated with the effective date.
Processing Status	Select a system-delivered value of *Active, Inactive,* or *Pending.* Each project status also needs to be associated with a processing status in the system.
Analysis Type	Select an analysis type to specify the transactions used by a feeder application that you want to exert control over. The analysis type from each feeder application is defined on the Installation Options - Project Costing Integration page.

Field or Control	Description
Control Action	Select a value to associate with the analysis type. Values include: • *Warning:* A warning appears before PeopleSoft Project Costing accepts transactions that are specified in the **Analysis Type** field. • *Reject:* Transactions that are specified in the **Analysis Type** field are rejected by PeopleSoft Project Costing. • **None** (blank): No project control action occurs if the **Project Control Action** check box is blank --- ***Warning!*** Status type flags (project control actions) do not prevent feeder system transactions from being posted to PeopleSoft General Ledger because the transactions are already part of the PeopleSoft Financials system. The Reject Project Control action prevents the transaction from being entered in PeopleSoft Project Costing only.

Project - Status Page

Use the Project - Status page (PROJECT_STATUS) to set the status for a project.

Navigation:

Project Costing > **Project Definitions** >**Update Project Status**

This example illustrates the fields and controls on the Project - Status page. You can find definitions for the fields and controls later on this page.

This page drives the processing status on the Project General page. To activate a project, you add a new row with the status that is listed on the Project Setup page as Active. This is how you activate the project during the Award Generation process with prespending.

To restrict incoming transactions, set the **Status** field to *Closed.* A closed project does not appear in prompt lists in PeopleSoft feeder systems.

Activity - Status Page

Use the Activity - Status page (PROJECT_ACT_STATUS) to set the status for an activity.

Navigation:

Project Costing > **Activity Definitions** >**Update Activity Status**

This example illustrates the fields and controls on the Activity - Status page. You can find definitions for the fields and controls later on this 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 Rule Options Page

Use the Closing Rule Options page (KK_CLOSE_DEFN1) 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.

Navigation:

Commitment Control > **Close Budget** > **Define Closing Rule** > **Closing Rule Options**

This example illustrates the fields and controls on the Closing Rule Options page. You can find definitions for the fields and controls later on this page.

Use this page to define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.

After you identify the closing rules for a PeopleSoft Commitment Control budget, you can process the close when you need to by using the Budget Close Request page. The Budget Close process (FSPYCLOS) applies the closing rules to the selected PeopleSoft Commitment Control budget ledgers. You can review the results on the Calculation Log on the Budget Closing Inquiry page.

If you make a mistake, use the Budget Close Request page to undo a close.

Related Links
"Understanding Commitment Control Budget Closing and Withdrawal Without Closing" (PeopleSoft Commitment Control)

Budget Close Request Page

Use the Budget Close Request page (KK_CLOSE_REQUEST) to initiate the Budget Close process.

Navigation:

Commitment Control > **Close Budget** > **Process Budget Close**

This example illustrates the fields and controls on the Budget Close Request page. You can find definitions for the fields and controls later on this page.

Instructions for using the Budget Close Request page appear in the *PeopleSoft Commitment Control* documentation.

Related Links

"Running and Validating the Budget Close Process to Close and Reopen Budgets" (PeopleSoft Commitment Control)

Chapter 10

Preparing and Submitting a Protocol

Understanding Protocol Management

Protocol Management provides an automated system that enables you to document and amend human and animal protocols.

This topic 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 *Approved*.

This table describes the protocol management statuses:

Status	*Description*
Draft	The version is added or copied, but not submitted.
Approved	The protocol has been submitted and approved.

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. 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).

- *Continuing Review:* Indicates a scheduled review of how the protocol research is progressing.

- *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*	*Approved Dates Populated*	*Status Changed To*	*Description*	*Status Change Trigger*
New	Draft	Yes/Approved	Approved	The protocol is submitted and approved.	Click the **Submit** button. The system enters a value into the **Submitted Date** field and changes the status to *Approved.*
Modified	Draft	Yes/Approved	Approved	See description for New	See status change trigger for New.
Renewals	Draft	Yes/Approved	Approved	See description for New.	See status change trigger for New.
Continuing Renewals	Draft	Yes/Approved	Approved	See description for New.	See status change trigger for New.

Maintaining Protocol Information

This topic provides an overview of the maintain protocol header component and discusses how to maintain protocol information.

Pages Used to Maintain Protocol Information

Page Name	Definition Name	Usage
Maintain Protocol Page	GM_PCL_HDR	Enter static, header-level protocol data.
Maintain Protocol - Attachments Page	GM_PCL_HDR_ATT	Enter static, header-level protocol data.

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.

Maintain Protocol Page

Use the Maintain Protocol page (GM_PCL_HDR) to enter static, header-level protocol data.

Navigation:

Grants > **Protocols** > **Maintain Protocol** > **Maintain Protocol**

This example illustrates the fields and controls on the Maintain Protocol page. You can find definitions for the fields and controls later on this page.

Maintain Protocol	Attachments

Protocol ID   1004   Business Unit   EGV05
Protocol Type   HUMN
Short Title   DNA Samples
Long Title   Model Ethical Protocol for Collecting DNA Samples
Abstract   This Project is an international effort to collect, preserve, analyze, and make available genetic and ethnographic information from people all around the world. The Project expects that its work will lead to advances in understanding the biological development and the history of our species and, ultimately, in understanding and treating many diseases with genetic components. The Project will collect DNA samples and ethnographic information from communities throughout the world, thus correcting the current bias in research in human genetics toward people of European descent.

Version List

	Version	Phase Type	Status	Expires on	Submitted On	Copy Version	
1	V101	New	Pending		03/07/05 5:10:58PM		

Field or Control	Description
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*.

Field or Control	Description
Short Title	Enter a short title.

Field or Control	Description
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

Field or Control	Description
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 an approved protocol version that was initiated by a PI (for example, a minor amendment). • *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. 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. • *Approved:* The pending version is submitted (date and time stamped) and approved.
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.
Copy Version	Click to access the Copy Protocol Version page. The copy version enables you to create a new version within the same protocol.

Maintain Protocol - Attachments Page

Use the Maintain Protocol - Attachments page (GM_PCL_HDR_ATT) to enter static, header-level protocol data.

Navigation:

Grants > **Protocols** > **Maintain Protocol** > **Attachments**

Field or Control	Description
Number of Requests	The system automatically generates the number of requests.

Entering Protocol Data

This topic provides overviews of protocol data entry, animal subject (IACUC) and human subject (IRB) tasks, and discusses how to enter protocol data.

Pages Used to Enter Protocol Data

Page Name	Definition Name	Usage
Version Info Page	GM_PCL_VRSN	Enter overall version information that is pertinent to the administration of the protocol, and then submit the version.
Faculty Advisor Details Page	GM_PCL_PI_DTLS	Enter the name of and statement for the faculty advisor. See Version Info Page
Study Location Page	GM_PCL_LOC	Select the code for the study location. This page is available only for human protocols. See Version Info Page
Adverse Event Details Page	GM_PCL_ADVRS_EVNT	Enter a description of the adverse event. See Version Info Page
Assurance Information Page	GM_PLC_ASSUR_INFO	Enter an assurance ID, and approval and expiration dates. This page is available only for animal protocols. See Version Info Page

Page Name	*Definition Name*	*Usage*
<u>Personnel Page</u>	GM_PCL_PROF	Enter role and affiliation details for personnel who are associated with the protocol.
Details Page	GM_PCL_PROF_DTLS	Enter departmental details, such as phone and email information, for personnel who are associated with the protocol. See <u>Personnel Page</u>
Training Page	GM_PCL_PROF_TRN	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. See <u>Personnel Page</u>
Notes Page	GM_PCL_PROF_NOTES	Enter notes about associated personnel and the person's relationship with the protocol. See <u>Personnel Page</u>
<u>Subjects Page</u>	GM_PCL_SUB	Enter all data that is related to the subjects who are required to conduct this particular protocol project. This page is available only for human protocols. It is hidden for animal protocols.
<u>Subject Justification Page</u>	GM_PCL_SUB_JUST	Enter details about the justification for the use of subjects for the protocol.
Certification of Compliance Page	GM_PCL_SUB_CERT	Enter a title and description for the certification of compliance. See <u>Subjects Page</u>
Consent and Compensation Page	GM_PCL_SUB_CONS	Enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects. See <u>Subjects Page</u>

Page Name	*Definition Name*	*Usage*
Subject Risks and Benefits Page	GM_PCL_SUB_RIBE	Enter a detailed explanation of the consent forms that the subjects sign. If the subject type is *Children,* then enter specifics for obtaining consent from children. The attachment of the actual consent form is also required. See Subjects Page
Animals Page	GM_PCL_ANM	Enter all data that is related to the animal subjects that are required to conduct this particular protocol project. This page is available only for animal protocols. It is hidden for human protocols.
USDA Classification Page	GM_PCL_ANM_USDA	Enter details about the USDA (United States Department of Agriculture) classification. See Animals Page
Animal Justification Page	GM_PCL_ANM_JUST	Enter details about the justification for the use of animal subjects for the protocol.
Facilities and Care Page	GM_PCL_ANM_CERT	Enter detailed information about the facilities that are being used for this protocol. See Animals Page
Purpose, Methods & Procedures Page	GM_PCL_PROC	Enter detailed information about the purpose, methods, and procedure that are associated with the protocol.
Procedures Page	GM_PCL_OTHR_DTL	Enter detailed information about the procedures that are used in this protocol.
FDA Approval Page	GM_PCL_FDA	Enter detailed information about the FDA approval that is associated with this protocol.
Hazardous Agents Page	GM_PCL_HAZA	Enter detailed information about hazardous chemicals or materials that are used in this protocol.

Page Name	Definition Name	Usage
Euthanasia/Disposition Page	GM_PCL_EUTH	Enter detailed information about the method of euthanasia or disposition that is used in this protocol.
Protocol - Attachments Page	GM_PCL_VRSN_ATT	Attach files that are associated with the protocol.

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.

Version Info Page

Use the Version Info (version information) page (GM_PCL_VRSN) to enter overall version information that is pertinent to the administration of the protocol, and then submit the version.

Navigation:

Grants > **Protocols** > **Enter Protocol Detail**

This example illustrates the fields and controls on the Version Info page. You can find definitions for the fields and controls later on this page.

Field or Control	*Description*
Submit	Click the **Submit** button to submit the protocol. On Submit, the status of the protocol changes to Approved.
Phase Type	Displays the phase type. Values include: • *New* • *Modified* • *Renewal* • *Continuing Review*
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.
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.

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.

Field or Control	Description
Adverse Event	Select this option to indicate an adverse event. If it is selected, then the **Adverse Event Details** link appears.
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.

Status Update

Field or Control	Description
Status	Displays the current protocol status. Values include • *Approved* • *Draft*
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.
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.
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.

Personnel Page

Use the Personnel page (GM_PCL_PROF) to enter role and affiliation details for personnel who are associated with the protocol.

Navigation:

Grants > **Protocols** > **Enter Protocol Detail** > **Personnel**

This example illustrates the fields and controls on the Personnel page. You can find definitions for the fields and controls later on this page.

Details

Field or Control	Description
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.

Subjects Page

Use the Subjects page (GM_PCL_SUB) to enter all data that is related to the subjects who are required to conduct this particular protocol project.

Navigation:

Grants > **Protocols** > **Enter Protocol Detail** > **Subjects**

This example illustrates the fields and controls on the Subjects page. You can find definitions for the fields and controls later on this page.

This page is available only for human protocols. It is not available for animal protocols. This page captures all data that is related to the subjects who are required to conduct this particular protocol project.

Details Tab

Field or Control	Description
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:** Prisoners need a prisoner representative. Children need a child advocate.

More Details Tab

Field or Control	Description
Justification	Click to enter a full justification for the subject type to be used for the research.

Field or Control	Description
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.

Subject Justification Page

Use the Subject Justification page (GM_PCL_SUB_JUST) to enter details about the justification for the use of subjects for the protocol.

Navigation:

Click the **Justification** button on the Subjects page.

This example illustrates the fields and controls on the Subject Justification page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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

Field or Control	Description
Title	Enter a short description of the justification. Add additional rows as required.

Field or Control	Description
Justification	Enter a full justification for involving the particular subject type for this protocol research.

Animals Page

Use the Animals page (GM_PCL_ANM) to enter all data that is related to the animal subjects that are required to conduct this particular protocol project.

Navigation:

Grants > **Protocols** > **Enter Protocol Detail** > **Animals**

This example illustrates the fields and controls on the Animals page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
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

Field or Control	Description
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.

Animal Justification Page

Use the Animal Justification page (GM_PCL_ANM_JUST) to enter details about the justification for the use of animal subjects for the protocol.

Navigation:

Click the **Justification** button on the Animals page.

This example illustrates the fields and controls on the Animal Justification page. You can find definitions for the fields and controls later on this page.

Details

Field or Control	Description
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).

Field or Control	Description
Detail	Enter a justification for this protocol research.

Purpose, Methods & Procedures Page

Use the Purpose, Methods & Procedure page (GM_PCL_PROC) to enter detailed information about the purpose, methods, and procedure that are associated with the protocol.

Navigation:

Grants > **Protocols** > **Enter Protocol Detail** > **Purpose** > **Methods & Procedure**

This example illustrates the fields and controls on the Purpose, Methods & Procedures page. You can find definitions for the fields and controls later on this page.

Purpose

Field or Control	Description
Purpose	Enter the purpose of the research.
Background	Enter background related information; for example, how the research came about.

Methods and Procedures

Field or Control	Description
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.

Field or Control	Description
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.

Procedures Page

Use the Procedures page (GM_PCL_OTHR_DTL) to enter detailed information about the procedures that are used in this protocol.

Navigation:

Click the **Procedures** link on the Purpose, Methods & Procedure page.

This example illustrates the fields and controls on the Procedures page. You can find definitions for the fields and controls later on this page.

Details

Field or Control	Description
Type	Select a type and enter an explanation of the procedure. Type values include: • *Additional* • *Alternate* • *Other* • *Surgery* • *Unusual*

Hazardous Agents Page

Use the Hazardous Agents page (GM_PCL_HAZA) to enter detailed information about hazardous chemicals or materials that are used in this protocol.

Navigation:

Click the **Hazardous Agents** link on the Purpose, Methods & Procedure page.

This example illustrates the fields and controls on the Hazardous Agents page. You can find definitions for the fields and controls later on this page.

Details

Enter an explanation about the hazardous agents used in the protocol.

Field or Control	Description
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.

FDA Approval Page

Use the FDA Approval page (GM_PCL_FDA) to enter detailed information about the FDA approval that is associated with this protocol.

Navigation:

Click the **FDA Approval Info** link on the Purpose, Methods & Procedure page.

This example illustrates the fields and controls on the FDA Approval page. You can find definitions for the fields and controls later on this page.

Details

Field or Control	Description
Type	Select *IDE (investigational device exemption)* or *IND (investigational new drug)*.

Field or Control	Description
Decision	Select *Approved, Pending,* or *Unapproved.*

Field or Control	Description
FDA Decision Date	Enter the date on which the FDA approved or disapproved the decision.

Field or Control	Description
Number	Enter the FDA decision number.

Field or Control	Description
Submit Date	Enter the date on which the study plan was submitted for review.
Explanation	Describe the details of the FDA decision.

Euthanasia/Disposition Page

Use the Euthanasia/Disposition page (GM_PCL_EUTH) to enter detailed information about the method of euthanasia or disposition that is used in this protocol.

Navigation:

Click the **Euthanasia/Disposition** link on the Purpose, Methods & Procedure page.

This example illustrates the fields and controls on the Euthanasia/Disposition page. You can find definitions for the fields and controls later on this page.
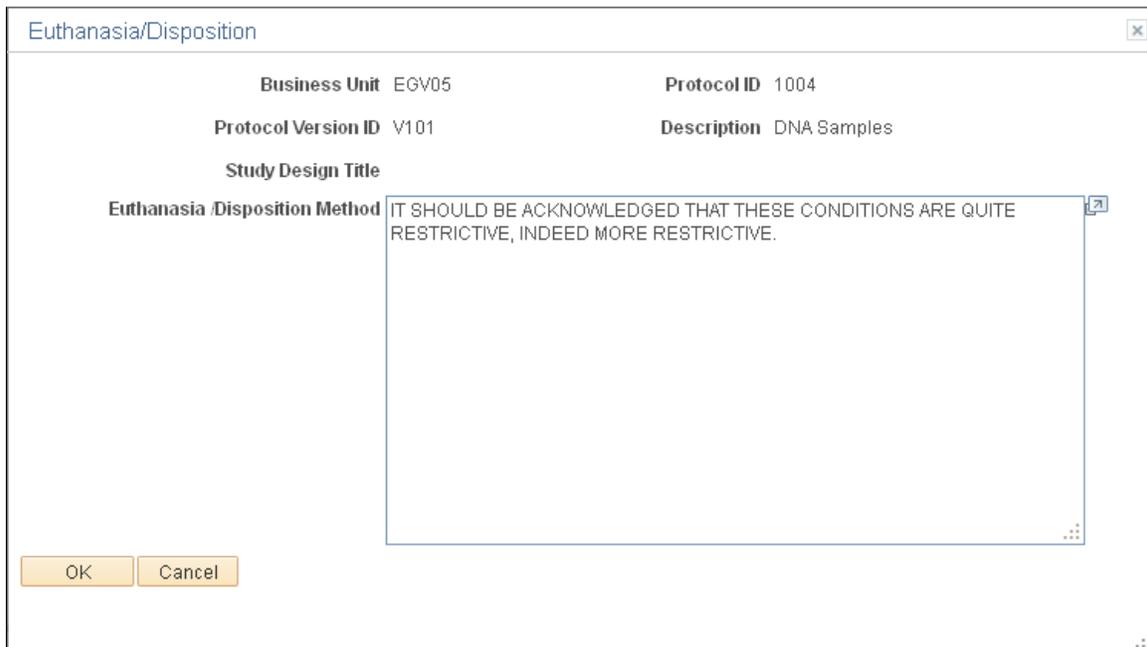
Field or Control	Description
Euthanasia/Disposition Method	Enter an explanation of the euthanasia or disposition method.

Protocol - Attachments Page

Use the Protocol - Attachments page (GM_PCL_VRSN_ATT) to attach files that are associated with the protocol.

Navigation:

Grants > **Protocols** > **Enter Protocol Detail** > **Purpose** > **Attachments**

Field or Control	Description
Requests	The system automatically generates the number of requests.

Copying Protocols and Versions

This topic provides overviews of how to copy a protocol and how to renew an approved protocol, and discusses how to copy a protocol.

Pages Used to Copy Protocols and Versions

Page Name	Definition Name	Usage
Copy Protocol Page	GM_PCL_CPY	Copy a protocol.
Copy Protocol Version Page	GM_PCL_VRSN_CPY	Copy a protocol version.

Understanding How to Copy a Protocol

Copy functionality enables you to have information automatically transferred to a new protocol or version, thereby avoiding duplicate manual entry. Choose from two options: 1) copy one protocol with its current version to a new protocol and version or 2) copy one version within a protocol to another version within that same protocol. The following table explains the rules by which you can copy values for protocol and version copying functionality:

Fields	Copy Protocol From	Copy Protocol To	Copy Version From	Copy Version To
Version	All versions can be copied. Select the version from the search page.	Next system-generated version ID.	The most current version (highest ID number) is automatically supplied as the copy from version.	Next system-generated version ID.
Status	All can be copied.	Draft only.	Only Approved statuses can be copied.	Draft only.

Fields	Copy Protocol From	Copy Protocol To	Copy Version From	Copy Version To
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.
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. The protocol undergoes the regular protocol creation and submission process, however it is treated as a renewal.

Copy Protocol Page

Use the Copy Protocol page (GM_PCL_CPY) to copy a protocol.

Navigation:

Grants > **Protocols** > **Copy Protocol**

This example illustrates the fields and controls on the Copy Protocol page. You can find definitions for the fields and controls later on this page.

From

Field or Control	Description
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

Field or Control	Description
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.

Copy Protocol Version Page

Use the Copy Protocol Version page (GM_PCL_VRSN_CPY) to copy a protocol version.

Navigation:

- **Grants** > **Protocols** > **Copy Protocol Version**

- Click the **Copy Version** button on the Maintain Protocol page.

This example illustrates the fields and controls on the Copy Protocol Version page. You can find definitions for the fields and controls later on this page.

From

Field or Control	Description
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

Field or Control	Description
Protocol ID	Displays the same protocol ID as the one that is selected on the Search page.
Version	Displays *NEXT* to indicate the system-generated new version number.
Protocol Type	Displays the protocol type.
Phase Type	Select *Modified, Renewal,* or *Continuing Review.*

Chapter 11

Administering Projects

Understanding Project Administration

This topic 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.

Related Links

"Understanding Projects" (PeopleSoft Project Costing)
"Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing" (PeopleSoft Contracts)

Transaction Flow Control

Three basic ways are available to control the flow of data coming into PeopleSoft Project Costing:

1. Set a project or activity to *Inactive* status.

   In this case, the project and activity do not appear in the prompt lists of the PeopleSoft feeder systems.

2. Use status control options.

On the Status Types page, select the analysis types that each feeder system uses; and then select a project control action to associate with the analysis type.

Note: No project control action occurs if the **Project Control Action** check box is deselected.

Values include:

Warning: Displays a warning before the system accepts the transaction.

Reject: Rejects the transaction.

3. Use the PeopleSoft Commitment Control tolerance percentage.

   After you create a budget, you can establish a setting to trigger a commitment control exception that allows up to a specified percentage over the budget.

Instructions on controlling incoming transactions appear in the *PeopleSoft Project Costing* documentation.

Related Links
"Controlling Incoming Transactions" (PeopleSoft Project Costing)
"Understanding Project ChartFields" (PeopleSoft Project Costing)
"Understanding Basic Commitment Control Setup" (PeopleSoft Commitment Control)

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 Project Costing* documentation.

Related Links

"Understanding Project Evaluation" (PeopleSoft Project Costing)

Transaction Review

PeopleSoft Project Costing provides a series of pages that enable you to review costs for a project and an activity based on different integration criteria. From these pages, you can navigate back to the related PeopleSoft application and view transactions in greater detail.

Instructions on reviewing project costs and transactions appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Analyzing Projects Using Accumulated Costs" (PeopleSoft Project Costing)

Analysis Inquiries

PeopleSoft Project Costing provides a series of pages that you can use for online project analysis to view a financial or resource summary of a project, the projected costs to complete a project, under and over budget resources, and budget to actual variances.

Instructions on performing online project analysis appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Analyzing Projects Using Analysis Inquiries" (PeopleSoft Project Costing)

Project Data Deletion

The Projects Delete Utility page provides a means of deleting projects, activities, and resources that you created by mistake. The system purges transactions from the Project Resource table (PROJ_RESOURCE) without purging the corresponding projects-related data from the feeder system applications (for example, PeopleSoft Payables).

Instructions on deleting projects appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Deleting Project Data" (PeopleSoft Project Costing)

Chapter 12

Billing for PeopleSoft Grants

Understanding the Billing Process

This topic 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.

- Contract Liability accounting.

- PeopleSoft Grants advances (contract prepayments).

- Scheduled billing.

- Billing plan events.

- Over-the-limit processing.

- Letter of credit processing.

- Letter of credit summaries.

System Preparation

PeopleSoft Grants integrates with PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft General Ledger to enable bill processing for cash and letter of credit awards. Before you can perform the activities that are associated with award expenditures, you need to set up the billing control tables that are used by the various applications.

PeopleSoft applications rely on tables to store not only business transactions, but also the structure and processing rules that drive the system. Before you can run the processes to generate invoices, you need to establish the structure that tells the system how you want those processes to work.

Before you run the billing processes or manage billing for your awards, you must prepare your PeopleSoft system accordingly.

Make sure that you complete these steps before you initiate the billing processes:

Step	*Navigation*
Set installation options for PeopleSoft Billing.	**Set Up Financials/Supply Chain** > **Install** > **Installation Options** > **Billing GL/AR Options**
Define a PeopleSoft Billing business unit.	**Set Up Financials/Supply Chain** > **Business Unit Related** > **Billing** > **Billing Definition** > **Business Unit 1**
Define a distribution code for contract asset.	**Set Up Financials/Supply Chain** > **Common Definitions** > **Distribution Accounting** > **Distribution Code**
Define Bill By IDs for Letter of Credit (LOC) and Cash (GM_CASH) transactions. **Note:** PeopleSoft delivers the LOC and GM_CASH bill by IDs as system data. You do need to set up anything. 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**

Step	Navigation
Change the status on the award/contract to *Active*.	**Customer Contracts** > **Create and Amend** > **General Information** > **General**
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 process flow for Grants transactions. Billable transactions stored in Contracts and the PROJ_RESOURCE table is selected by the CA_BI_INTFC process and passed to Billing through the Billing Interface process. After the bills are finalized, the Projects/Contracts Interface process updates Contracts and Project Costing with the billed award transaction data:
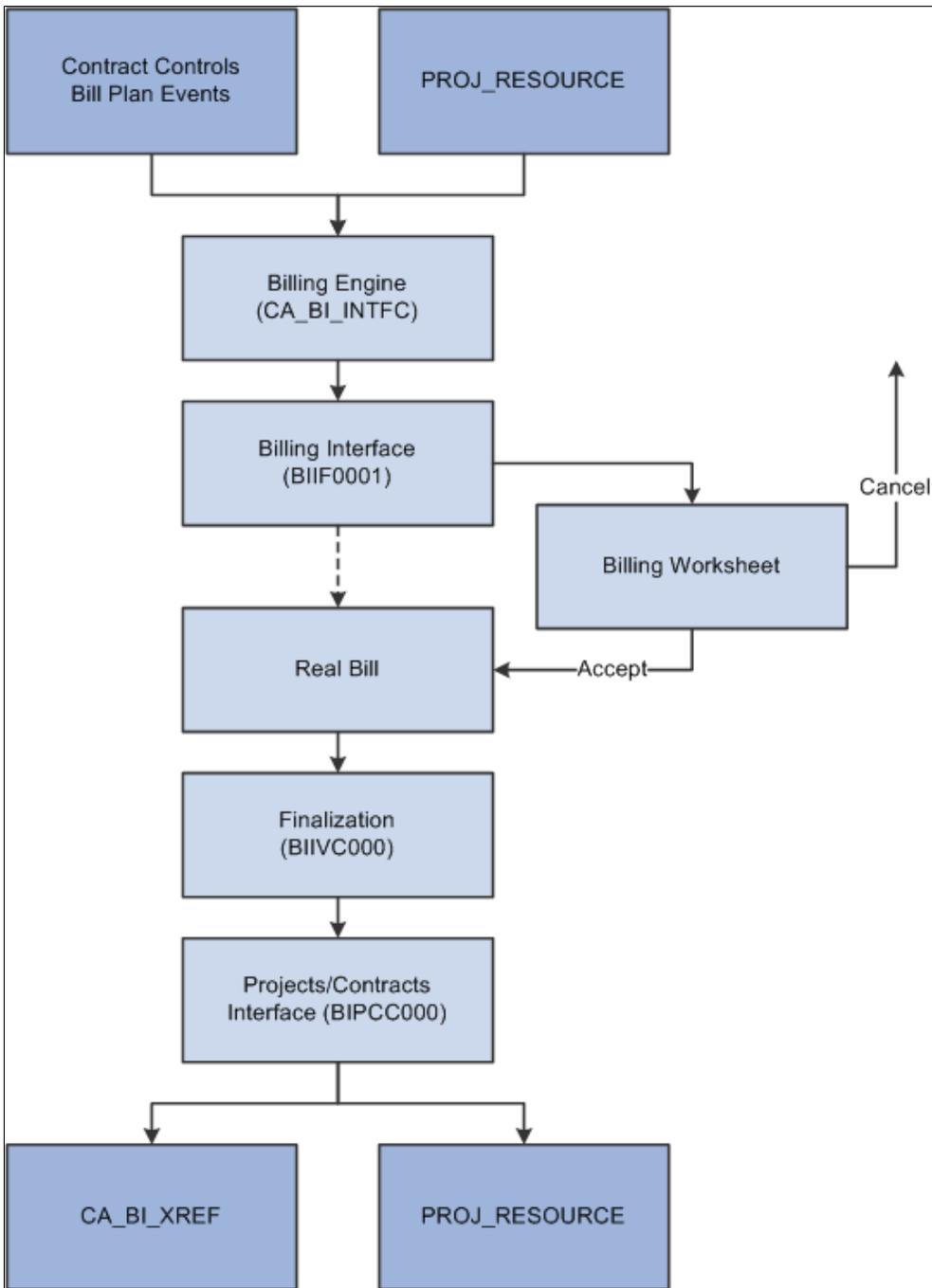
Updates in PeopleSoft Project Costing and PeopleSoft Contracts are made throughout the billing cycle for rate-based and fixed-fee billing plans.

See Integration Process Flows for PeopleSoft Grants.

Related Links

"Understanding PeopleSoft Billing Integration with Contracts, Project Costing, Grants, and Pay/Bill Management" (PeopleSoft Billing)
"Understanding Billing in Contracts" (PeopleSoft Contracts)

The Contracts/Billing Interface Process

Run the Contracts/Billing Interface process in PeopleSoft Contracts to send billing activity in PeopleSoft Project Costing to PeopleSoft Billing. The contracts that you set up control the billing activity that the system selects from PeopleSoft Project Costing.

Instructions on running the Contracts/Billing Interface process appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding the Contracts Billing Process" (PeopleSoft Contracts)

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

Related Links

"Understanding the Billing Interface Process (BIIF0001)" (PeopleSoft Billing)

The Billing Interface Process

Run the Billing Interface process in PeopleSoft Billing to create the temporary bills that you can work on in the billing worksheet. The billing worksheet is a temporary work area in which you can review and adjust billing lines that came through the Billing Interface process before you create actual bills.

After making adjustments, use the Billing Worksheet component to approve or delete temporary bills.

Instructions on running the Billing Interface process appear in the *PeopleSoft Billing* documentation.

Related Links

"Correcting Billing Interface Errors" (PeopleSoft Billing)

Billing Worksheet Approval

When you accept a bill in the billing worksheet, the system creates a real bill with a real invoice number and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

Instructions on approving billing worksheets appear in the *PeopleSoft Billing* documentation.

Related Links
"Processing Billing Worksheets" (PeopleSoft Billing)

Billing Worksheet Deletion

When you delete a billing worksheet, the system:

- Resets the billing distribution status option in PeopleSoft Project Costing for all of the lines that originate in the PeopleSoft Project Costing system with a line type other than *UTL,* enabling you to send each line to PeopleSoft Billing again at a later time.

- Updates the Contracts Prepaid table for any lines that originate from the PeopleSoft Project Costing system with a line type of *UTL*.

  The system resets the committed amount on the Contracts Prepaid table to reflect the deleted amount of a utilization bill line and the utilization amount that is available for future billing activities.

- Sets the billing plan event status to *Recycled,* marks the billing plan line in the Cross-Reference table as *Cancelled,* and updates the Billing Cross Reference History status to *Deleted* for all of the cancelled billing plan lines.

  The PeopleSoft Billing bill by functionality enables you to bill two items on separate invoices from the same billing plan—for example, if the items were associated with different projects. Therefore, the system cannot determine whether a cancelled billing worksheet contains all of the bill lines that are associated with a particular event. To help the Contracts Billing Engine process determine which billable items need re-billing when you cancel a worksheet, the system sets the billing plan event status to *Recycled* and marks the billing plan line in the Cross-Reference table as *Cancelled.*

  To re-bill lines that are associated with a cancelled billing worksheet, the Contracts Billing Engine process selects all of the recycled events that have a corresponding canceled cross-reference row, and verifies that the canceled cross-reference row is the most recent row that was inserted into the Cross-Reference table for the corresponding bill line and event combination.

Instructions on deleting billing worksheets appear in the *PeopleSoft Billing* documentation.

Related Links
"Processing Billing Worksheets" (PeopleSoft Billing)

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.

Related Links

"Processing Billing Worksheets" (PeopleSoft Billing)

The Finalization Process

Run the Finalization process (BIIVC000) on the real bills that you create. This process performs a variety of tasks, including calculating taxes and the due date.

Instructions on running the Finalization process appear in the *PeopleSoft Billing* documentation.

Related Links

"Running Single-Action Jobs for Regular and Consolidated Invoices" (PeopleSoft Billing)

The Projects/Contracts Interface Process

After you run the Finalization process, run the Billing to Projects/Contracts Interface process (BIPCC000). This process updates PeopleSoft Contracts and PeopleSoft Project Costing with the finalized bill information from PeopleSoft Billing.

Instructions on running the Projects/Contracts Interface process appear in the *PeopleSoft Billing* documentation.

Related Links

"Running the Billing to Project Costing/Contracts Interface Process (BIPCC000)" (PeopleSoft Billing)

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.

Related Links

"Understanding the Contracts Billing Process" (PeopleSoft Contracts)

Correcting PeopleSoft Grants Invoices

PeopleSoft Billing provides credit and re-bill functionality when you need to correct invoices containing erroneous grants or projects-related charges. To reflect the original billing activity, as well as the adjustment information, the system enables you to generate a corrected invoice.

Through the Billing Interface, you can import to PeopleSoft Billing any adjustment lines from PeopleSoft Project Costing and PeopleSoft Contracts. Subsequently, you can use the Billing Worksheet to review, approve, defer, or write-off bill lines that you import to PeopleSoft Billing that have not been pre-approved on the PeopleSoft Contracts bill plan.

From the Billing Worksheet, if you approve bill lines, you can select a specific re-bill invoice on which to append the bill lines, or create a new bill for the adjusted bill lines.

Using this correction functionality, you can keep an audit trail of the adjustment activities. The credit bill reverses the charges on the original invoice. You can also create a journal entry in PeopleSoft General

Ledger to reverse the erroneous expense, and send the entry to PeopleSoft Project Costing as a bill line. Run the Contracts to Billing Interface process (CA_BI_INTFC) to import the adjustment transaction bill line (as a BIL type row from PeopleSoft Project Costing) through the Billing Interface to PeopleSoft Billing.

After you finalize the credit and re-bill invoices, you can run the Billing to Projects/Contracts Interface process (BIPCC000) to update the Project Resource table (PROJ_RES_TMP_BI) with the new adjustment invoice activity. PeopleSoft Billing creates billing adjustment line types (BAJ) to represent the credit and re-bill invoices.

Related Links
"Correcting Billing Interface Errors" (PeopleSoft Billing)

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 *PeopleTools: Tree Manager*

Related Links
"Understanding Online Bill Entry" (PeopleSoft Billing)
"Defining Customer Billing Contacts" (PeopleSoft Billing)

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.

Related Links
"Setting Up Bill By Identifiers for External Sources" (PeopleSoft Billing)

Contract Liability 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 contract liability 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 contract liability 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 contract liability 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.

Related Links
"Understanding the Contract Liability Accounting Process" (PeopleSoft Billing)

PeopleSoft Grants Advances (Contract Prepayments)

Sometimes, institutions may prepay for goods or services. This creates a prepaid balance that you can use in the future. Because PeopleSoft Grants uses the prepayment functionality in PeopleSoft Contracts, advances appear on PeopleSoft Grants bills with a description of *Advance.*

PeopleSoft Contracts enables you to:

• Store the details of prepaid balances.

• Bill for direct-purchase prepaid balances.

• Process the utilization of prepaid balances.

• Monitor and control the depletion of prepaid balances over time.

When you establish a prepaid amount, you must assign it to a billing plan. You can either create a new billing plan for the prepaid amount or assign the prepaid amount to an existing billing plan that is associated with fixed-fee contract lines. The billing plan determines the timing and parameters of the initial prepaid billing.

In addition to linking the prepaid amount to a billing plan, you must determine the parameters against which the prepaid balance can be utilized. You can choose to use the prepaid balance against any of these activities:

• All billing activity for all (or some) rate-based contract lines that are contained in the contract.

• All billing activity for one rate-based contract line that is contained in the contract.

• All billing activity for a particular project or activity that is associated with a rate-based contract line that is contained in the contract.

• A portion of the billing activity that is based on resource type or resource category for any of the preceding.

When PeopleSoft Contracts sends rate-based billing activity to PeopleSoft Billing, PeopleSoft Contracts creates additional utilization rows and sends those to PeopleSoft Billing to net out billable amounts. As these rows are sent to PeopleSoft Billing, the prepaid committed amount is increased. After you run the Billing to Projects/Contracts Interface process to finalize billing, the prepaid remaining amount is decremented appropriately. In addition, the system sends the utilization rows back to PeopleSoft Project Costing for analysis and to adjust the balance sheet accounting. The utilization process continues until the prepaid balance equals zero.

Here is a high-level overview of the steps that are involved in setting up and processing advances:

Step	*Navigation*
Generate an award from PeopleSoft Grants.	**Grants** > **Proposals** > **Generate Award**
Enter the advance amount in the Prepaid pages in PeopleSoft Contracts.	**Customer Contracts** > **Create and Amend** > **General Information** > **Prepaids**

Step	Navigation
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.**
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 & Prnt Consoldtd Bill**
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** >**Upd Consoldtd Cont & Proj 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**

Related Links

"Establishing Prepaid Amounts" (PeopleSoft Contracts)
"Running the Contracts Billing Interface Process" (PeopleSoft Contracts)
"Running the Billing Interface Process (BIIF0001)" (PeopleSoft Billing)
"Running Single-Action Jobs for Regular and Consolidated Invoices" (PeopleSoft Billing)

Scheduled Billing

A bill schedule is usually established when reimbursement from the sponsor is based on clinical trials or deliverables instead of specific actual expenses. The sponsor usually outlines the bill schedule in the award document. Instead of using feeder systems to add transactions to the Project Resource table (PROJ_RESOURCE), you use the Add Transactions page in PeopleSoft Project Costing to add scheduled bill lines directly to the Project Resource table.

Here are the steps to creating a bill schedule:

Step	Navigation
Define an analysis type to represent scheduled bill rows (for example, SCH).	**Setup Financials/Supply Chain** > **Product Related** > **Project Costing** > **Transaction Options** > **Analysis Types**
Associate the analysis type with an analysis group (for example, All).	**Setup Financials/Supply Chain** > **Product Related** > **Project Costing** > **Transaction Options** > **Analysis Groups**
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**

Step	Navigation
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 Project Costing* documentation. Instructions on associating rate sets and rate plans with contracts and setting billing options appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding Transaction-Related Control Data" (PeopleSoft Project Costing)
"Rate Setup" (PeopleSoft Contracts)
"Viewing and Adding Transactions" (PeopleSoft Project Costing)
"Defining General Contract Information" (PeopleSoft 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.

Related Links

"Defining Billing Plans" (PeopleSoft Contracts)
"Setting Up Milestones" (PeopleSoft Contracts)

Over-the-Limit Processing

PeopleSoft Contracts provides Over-the-Limit (OLT) processing to prevent billing for more than the amount of an award (contract). In PeopleSoft Contracts, you can choose to set a maximum amount that may be billed for each contract line that is associated with a contract. This is referred to as a *limit*.

Here's some general information about how PeopleSoft Contracts handles Over-the-Limit processing:

- The Pricing application engine (PC_PRICING) calls limit processing to check the transactions against this limit.

- Any transactions exceeding the limit are marked OLT and are held back from further processing.

- OLT rows are excluded from billing and revenue processing until you select the **Limit Override** check box on the Related Projects page in PeopleSoft Contracts.

  If you select the **Limit Override** check box, the system sends the rows to PeopleSoft Billing and books them to revenue. Future transactions are processed regardless of the previously specified limit.

- If you choose to withhold a portion of the billable amount as a retainage, the retainage may be applied against the over-the-limit item before it is sent to PeopleSoft Billing, depending on the specified installation option.

Splitting Over-the-Limit Transactions

PeopleSoft Contracts provides the option to split OLT transactions so that the portion of the bill that is under the limit amount can continue with billing and revenue processing. This option is especially useful for PeopleSoft Grants Letter of Credit billings as it enables you to optimize your cash flow and spend funds down to the penny.

The option to split OLT transactions is configured at the installation level on the Installation Options - Contracts page. To activate this option, select **Split to Match Limit Exactly.** When billing occurs, the system splits BIL rows into separate BIL and OLT lines. This enables you to reach limit amounts exactly with the BIL line.

The system then places the remaining contract line amount onto an OLT line. You can release all over-the-limit rows on a limit by selecting the **Limit Override** check box on the Related Projects page in PeopleSoft Contracts. Selecting this check box enables over-the-limit rows to be picked up for billing and booked to revenue the next time that you run the billing and revenue processes.

Related Links
"Running the Contracts Billing Interface Process" (PeopleSoft Contracts)

Letter of Credit Processing

The LOC billing process calculates LOC draws based on LOC numbers and summarizes the information by document number.

PeopleSoft Billing can defer a charge. Upon approval of an LOC worksheet that contains deferred bill options, the portion of the line amount that is billed retains the BIL (billable amount) analysis type and is billed. The line that is deferred is given the DEF (deferred amount) analysis type and is written back to the Project Resource table. The deferred amount is then brought back into the PeopleSoft Billing system at a later date when you are running processes that populate the billing worksheet.

The PeopleSoft Contracts application engine process (CA_BI_INTFC) selects resource rows (for rate-based methods) from the Project Resource table for PeopleSoft Grants contracts and creates bill lines in the billing interface tables.

After the Billing Interface process stages the billing data in these tables, the billing interface processes the data to create bills.

PeopleSoft Billing ensures that for all awards that use LOC as the means for obtaining payment, the awarded LOC and LOC document number are carried into the bill header.

With LOC processing, you can:

- Establish funding limits.

- Delete worksheet process instances.

- Defer, write off, or bill each line.

- Print pro formas before finalizing data.

Related Links
"Processing Billing Worksheets" (PeopleSoft Billing)
"Understanding Online Bill Entry" (PeopleSoft Billing)

Letter of Credit Summaries

Use the Letter of Credit Summary page to review the LOC draw for individual LOC documents. The page displays the limit amount, previous amount, unbilled amount (real and temporary), and allowable draw. The unbillable amount represents the difference between the unbilled amount and the allowable draw amount. The bottom of the page tracks overall dollar amounts for the LOC number. Amounts are updated as you modify information on the billing worksheet. This page is display-only.

Instructions on viewing the LOC summary appear in the *PeopleSoft Billing* documentation.

Related Links
"Processing Billing Worksheets" (PeopleSoft Billing)

Chapter 13

Understanding Integrating PeopleSoft Grants with Other Applications

Integration Process Flows for PeopleSoft Grants

This topic discusses:

- Integration process map.

- PeopleSoft Contracts and PeopleSoft Project Costing.

- PeopleSoft Human Resource Management.

- PeopleSoft Time and Labor.

- PeopleSoft Billing.

- PeopleSoft General Ledger.

- PeopleSoft Receivables.

- The Procurement Process.

- PeopleSoft Purchasing.

- PeopleSoft Inventory.

- PeopleSoft Payables.

- Integration with third-party systems.

Integration Process Map

PeopleSoft Grants provides a full-featured grants-administration system that integrates with PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft Human Resources, PeopleSoft Time and Labor, PeopleSoft Billing, PeopleSoft General Ledger, PeopleSoft Receivables, PeopleSoft Purchasing, PeopleSoft Inventory, and PeopleSoft Payables. Additionally, you can integrate PeopleSoft Grants with third-party applications.

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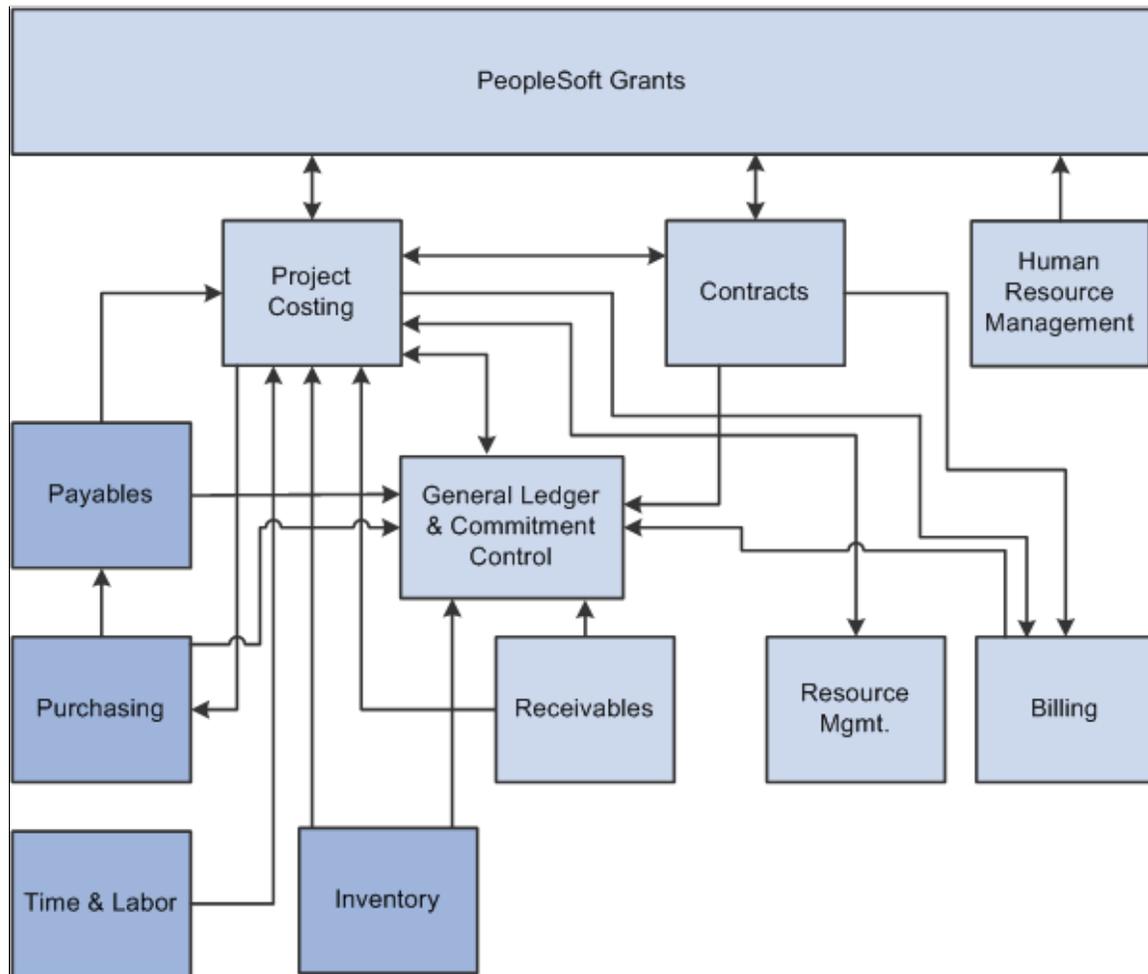
PeopleSoft Contracts and PeopleSoft Project Costing

Through the award generation process, PeopleSoft Grants writes award information to PeopleSoft Contracts and PeopleSoft Project Costing. For awards that do not have a proposal (blue bird awards), you must enter information directly into PeopleSoft Contracts and PeopleSoft Project Costing.

The system writes data to these PeopleSoft Contracts tables during the PeopleSoft Grants award generation process:

- CA_CONTR_HDR

- CA_BILL_PLAN

- CA_ACCTPLAN

- CA_DETAIL

- CA_DTL_DST_DATE

- CA_DETAIL_UAR

- CA_RATE

- CA_DETAIL_PROJ

The system writes data to these PeopleSoft Project Costing tables during the PeopleSoft Grants award generation process:

- PROJECT

- PROJ_ACTIVITY

- PROJ_DOCUMENT

- PROJ_LOCATION

- PROJECT_MGR

- PROJECT_TEAM

- PC_BUD_PLAN

- PC_BUD_DETAIL

PeopleSoft Project Costing integrates with both PeopleSoft Billing and PeopleSoft Contracts, so any adjustments, discounts, released retainages, or limits that are created for project-related bills are inherited from corresponding bills and contracts.

PeopleSoft Grants uses the fundamental structure of PeopleSoft Project Costing to write general project information, project activity information, and budget information directly to PeopleSoft Project Costing.

Note: Any scanning, imaging, or attachments of electronic award notifications are institution specific. You can modify additional validation checks and required fields based on internal project approval requirements. You can also decide to build interfaces that populate or update project records and sponsor websites, electronic data interchange (EDI) transaction sets, and data warehouses.

Related Links
Establishing Project Activities
Establishing Project Profiles

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:

For more information, see

PeopleTools: Integration Broker Administration

Action/Reason

These application messages synchronize changes to person data resulting from business activities such as promotions, transfers, terminations, salary increases, and leaves of absence as well as the reasons for taking the actions.

Message Name	Table
ACTION_REASON_SYNC	PS_ACTN_REASON_TBL
ACTION_REASON_FULLSYNC	PS_ACTN_RSN_LANG

Business Unit Table HR

These application messages determine whether a business unit exists in the business unit table. If so, the business unit populates the description work fields. If the business unit does not exist, it is added to the business unit table. Call functions populate the TableSet controls.

Message Name	Table
BUS_UNIT_HR_SYNC	PS_BUS_UNIT_TBL_HR
BUS_UNIT_HR_FULLSYNC	PS_BUS_UNIT_HR_LNG

Job Code Table

These application messages synchronize job code information, such as job code, effective dates, and salary grade.

Message Name	Table
JOBCODE_SYNC	PS_JOBCODE_TBL
JOBCODE_FULLSYNC	PS_JOBCODE_LANG

Name Prefix and Suffix Tables

These application messages synchronize all of the name prefixes or titles.

Message Name	Tables
NAME_PREFIX_SUFFIX_SYNC	PS_NAME_PREFIX_TBL
NAME_PREFIX_SUFFIX_FULLSYNC1	PS_NAME_SUFFIX_TBL
NAME_PREFIX_SUFFIX_FULLSYNC2	PS_NAME_PREFIX_LNG
NAME_PREFIX_SUFFIX_FULLSYNC3	PS_NAME_SUFFIX_LNG
NAME_PREFIX_SUFFIX_FULLSYNC4	PS_NM_ROYSUFF_TBL
	PS_NM_ROYPREF_TBL
	PS_NM_ROYPREF_LNG
	PS_NM_ROYSUFF_LNG

Person Accomplishments

These application messages synchronize a person's accomplishment information, such as accomplishments, majors, and date issued.

Message Name	Table
PERSON_ACCOMP_SYNC	PS_ACCOMPLISHMENTS
PERSON_ACCOMP_FULLSYNC	PS_ACCOMP_TBL_LANG
	PS_ACCOMPLISH_LANG

Person Competency

These application messages synchronize a person's competency information, such as college major and accomplishments.

Message Name	Tables
COMPETENCY_SYNC	PS_MAJOR_TBL
COMPETENCY_FULLSYNC	PS_ACCOMP_TBL
	PS_MAJOR_TBL_LANG

Person 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.

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	PS_POSITION_DATA
POSITION_FULLSYNC	PS_POSN_DATA_LANG

School Table

These application messages synchronize school code, description, state, and school type information with an external system.

Message Name	Table
SCHOOL_SYNC	PS_SCHOOL_TBL
SCHOOL_FULLSYNC	PS_SCHOOL_TBL_LANG

State Table

These application messages synchronize state name, description, and abbreviation information.

Message Names	Table
STATE_SYNC	PS_STATE_NAMES_TBL
STATE_FULLSYNC	PS_STATE_NAMES_LNG

Workforce Data

These application messages synchronize workforce information, such as employee job history data (including actions taken, department, job code, location, and salary history), based on the records in the JOB_DATA panel group.

Message Name	Table
WORKFORCE_SYNC	PS_JOB
WORKFORCE_FULLSNYC	PS_EMPLOYMENT
	PS_EMPLOYMENT_LNG

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.

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.

Related Links

"Understanding the Contracts Billing Process" (PeopleSoft Contracts)

PeopleSoft General Ledger

PeopleSoft Project Costing has a built-in integration with PeopleSoft General Ledger through the Journal Generator for both single-sided and double-sided transactions.

Single-Sided Transactions

Single-sided transactions refer to transaction rows that either have no accounting implications or have yet to be matched with a corresponding debit or credit entry before being posted to the general ledger.

You can enter single-sided transactions into PeopleSoft Project Costing using the Add Transactions page or through integrations with other PeopleSoft or third-party applications.

Accounting rules determine the journal lines that are created from project transactions for all single-sided transactions that are sent to the general ledger. The Accounting Rules Engine process (PSA_ACCTGGL) uses the accounting rules to create double-sided entries, which are placed in the Common Accounting Line table (CA_ACCTG_LN_PC).

Double-Sided Transactions

Accounting entry templates are not necessary for distributing double-sided transactions. To distribute double-sided transactions that you created on the Resource Adjustments page in PeopleSoft Project Costing, run the Journal Generator using the PC_ADJUST run control with the PCDEFN accounting entry definition that is specified. This distributes the transactions to the Journal Header table (JRNL_HEADER) and Journal Line table (JRNL_LINE) in PeopleSoft General Ledger.

Then, you can retrieve posted journals back to PeopleSoft Project Costing with the GL to PC Interface process (PC_GL_TO_PC).

PeopleSoft Commitment Control

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

- Create and maintain control budgets.

- Check actual transactions (such as actual expenditures and revenues) against control budgets.

- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.

- Check recognized revenue against revenue estimate budgets.

When you set up the control budgets, you associate them with a particular PeopleSoft General Ledger business unit and designate amounts for them. You also define which kinds of transactions you will check against the control budgets. After the budgets are established, you check all of these transactions against the budgets, passing or failing the transactions depending on the remaining available budget amount and the degree of budgetary control that you set up for the budgets.

Related Links

"Understanding Integration with PeopleSoft General Ledger" (PeopleSoft Project Costing)
"Understanding Integration Between PeopleSoft Project Costing and PeopleSoft Commitment Control" (PeopleSoft Project Costing)

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.

Related Links

"Understanding Integration with PeopleSoft Receivables" (PeopleSoft Project Costing)

The Procurement Process

You can enter requisitions into PeopleSoft Purchasing, then pull them into PeopleSoft Project Costing for tracking purposes.

This diagram illustrates how PeopleSoft Project Costing manages the procurement process when it is integrated with PeopleSoft Purchasing, PeopleSoft Payables, and PeopleSoft Inventory.
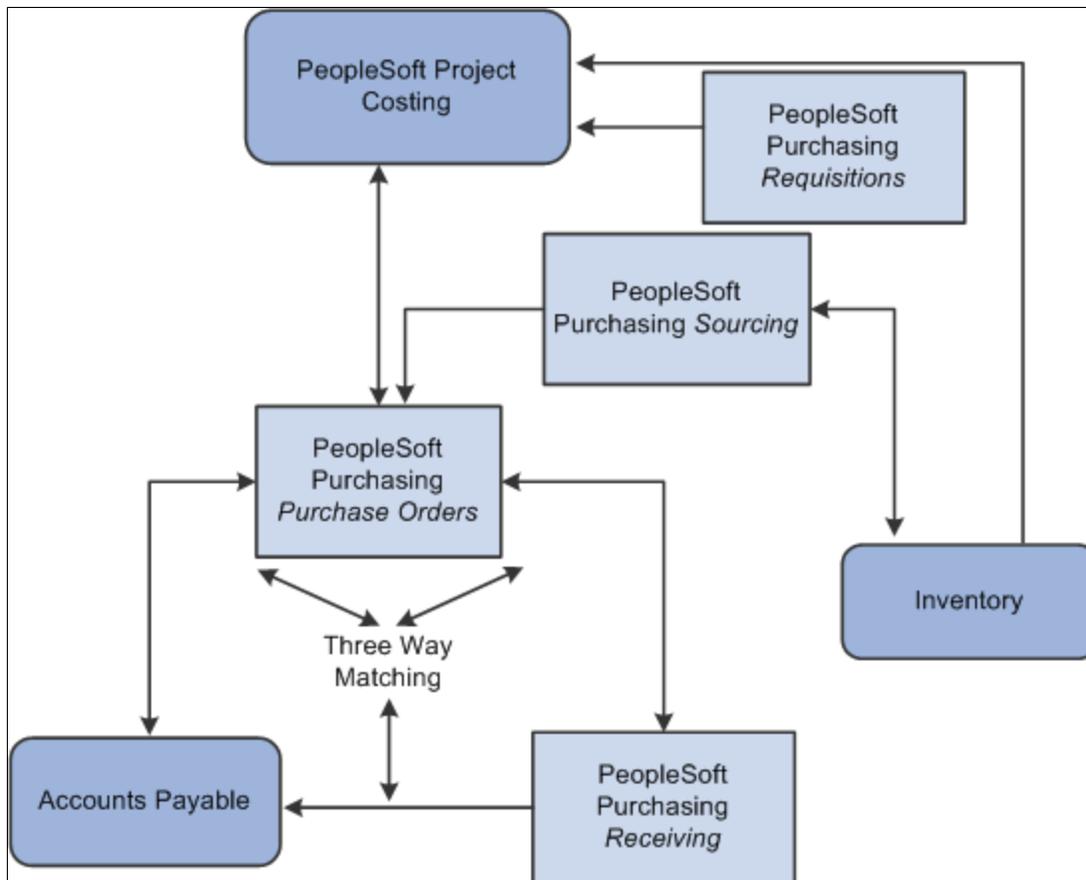
PeopleSoft Purchasing

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.

Related Links

"Understanding Procurement Costs" (PeopleSoft Project Costing)

PeopleSoft Inventory

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

If it cannot be fulfilled, the demand is sent back to PeopleSoft Purchasing, and a purchase order is generated or the demand is back-ordered. If the demand can be fulfilled, the requested items are assigned to the project ID that you identify on the demand. The fulfilled demand is then placed by means of inventory costing on the Invoice Accounting Distribution table (CM_ACCTG_LINE), where PeopleSoft Project Costing can pick it up and bring it in as a resource transaction with an analysis type of ACT (actual cost).

Use the Inventory Process Request page to pull fulfilled demands into PeopleSoft Project Costing from PeopleSoft Inventory.

Related Links

"Integrating with PeopleSoft Inventory" (PeopleSoft Project Costing)

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.

Related Links

"Integrating with PeopleSoft Payables" (PeopleSoft Project Costing)

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.

Related Links

"Understanding Third-Party Data Integration" (PeopleSoft Project Costing)

Chapter 14

Setting Up and Using the Grants Portal

Understanding the PeopleSoft Grants Portal

The PeopleSoft Grants portal is a central navigation page in PeopleSoft Enterprise Grants for award and project pages. The portal is a central launching point to navigate through the PeopleSoft Grants solution. It provides links to key grant management-related features and enables users to drill down to the details of transactions and documents.

The Grants portal enables principal investigators (PI) and project managers (PM) to access information about sponsored project efforts. The portal provides PIs and PMs immediate insight into essential information regarding awards so that they can manage fiscal responsibilities and work more productively when interacting with the PeopleSoft Grants solution. The portal provides access to financial (budget, commitment, actual), compliance, resource, and schedule information that is related to proposals and awards.

Understanding Grants Portal Security

This topic discusses:

- Security layers.

- Access-level tables

- The Generate Award process.

Security Layers

The Grants portal security is set up in two layers.

First Layer of Security

The first layer of security is based on the users who are assigned to an award. The award PI and the grants administrator roles for the award are automatically granted access to award, project, and personnel pages when a new award is created in PeopleSoft Grants. This is performed by means of the Generate Award process and selecting the **Add to Grants Portal Security** check box.

An award PI can view all awards for which he or she is the project PI. The valid role is PROJECT_TEAM.PLAN_PROJROLE = PI.

A grants administrator can view all awards for which he or she is the grants administrator on the award. The valid role is GM_AWARD.GM_ADMIN_CNTCT.

Second Layer of Security

The second layer of security is based on the users who are assigned to a project. The project PI and the department administrator roles for the project are automatically granted access to project and personnel pages when a new project is created in PeopleSoft Grants. This is performed by means of the Generate Award process as long as the **Add to Grants Portal Security** check box is selected.

If a user is not assigned the role of project PI or department administrator, then the user is not granted access to view awards in the award portal pages.

During the Generate Award process, the system only gives access to project team members who:

• Have a role that matches a role on the Grants Portal Security – Access Rights page.

• Have the appropriate access rights, meaning:

    • The **Award Page** check box is selected.

    • The Access Code is Read Only Access or Read/Write Access.

An administrator can view all projects for which he or she is assigned as the department administrator. Valid roles include: GM_PRJ_DEPT.EMPID or PROJECT_TEAM.PLAN_PROJROLE = PROJ_ADMIN.

Note: The field for the project role is configurable for your organization. Your organization must assign the delivered configuration of PI to the principal investigator and the delivered configuration of project administrator to the administrator on the Project Team page. If your organization is not using the delivered configuration setup on the Grants Portal Security – Access Rights page for these roles, then security for the department administrator must be granted manually through the Award or Project Access pages.

Security to the Grants portal can be set up using these pages:

• The Global Security Access page.

• The PI/Project Manager Access page.

• The Division Access page.

• The Award Access page.

• The Project Access page.

• The Employee Access page.

Use the Global Security Access page to grant access to all awards and projects in the Grants portal. Employees entered on this page have access to all awards and projects. Additional employees (Emp ID) are granted access through one or more of four access pages: PI/Project Manager, Division, Award, and Project.

When using the PI/Project Manager Access page or the Division Access page, you grant access to users using the Assigned to Emplid. When selecting:

• Award or Project, you grant access to users by business unit and award ID or business unit and project ID.

• Employee, you view access to users by the union of Level 2 and Level 3 tables.

Access-Level Tables

Access-level tables are created when the Access Authority page is saved. Three access-level tables are available: Level 1, Level 2, and Level 3.

When you create the Level 1 table, the employee ID at the top of the page (Emp ID 1) is associated with all employee IDs that are in the grid (Emp ID 2).

Example of Access-Level Tables

This example displays how employee PI001 (Emp ID 1) is associated with employees EM001 and EM002 (Emp ID 2).

Level 1 table:

Assigned By Employee ID	Employee ID
PI001	PI001
PI001	EM001
PI001	EM002

The level 1 table populates the level 2 and level 3 tables. The level 2 table is used to access awards through the portal.

Level 2 table - Award:

Employee ID	Award ID
PI001	CON021
PI001	CON022
PI001	CON023
EM001	CON021
EM001	CON022
EM001	CON023

Employee ID	Award ID
EM002	CON021
EM002	CON022
EM002	CON023

The level 3 table is used to access projects through the portal.

Level 3 table - Project:

Employee ID	Project ID
PI001	PROJ115
PI001	PROJ116
PI001	PROJ117
EM001	PROJ115
EM001	PROJ116
EM001	PROJ117
EM002	PROJ115
EM002	PROJ116
EM002	PROJ117

See <u>Staging Award/Project Data Run Control Page</u>.

The Generate Award Process

The Generate Award process, as it relates to security, performs different tasks assuming the **Add to Grants Security** check box is selected and whether the **Pre-award Spending** check box is selected.

If the **Add to Grants Security** and the **Pre-award Spending** check boxes are selected, the system:

- Inserts all employees from the project team whose role matches the role in Grants Portal Security - Access Rights page into the level 3 table for the project (projects security).

- Inserts all employees who have global access into the level 3 table for the project.

- Inserts all employees who have division access into the level 3 table for the project if the major subdivision field on the project matches the division.

If the **Add to Grants Security** check box is selected and the **Pre-award Spending** check box is not selected, therefore an award is created, the system:

- Finds the department administrator and:

    - Inserts that employee into the level 2 table for the award.

    - inserts the employee ID of the department administrator into all associated projects for that award.

- Inserts the grant administrator into the level 2 table for the award.

- Finds all project team members who have a role that matches a role defined on Grants Portal Security - Access Rights page and:

    - Inserts those employees who have rights to access the award page into the level 2 record for the award.

    - Inserts those employees who have rights to access the project page into the level 3 record for the project.

- Finds all employees with global access and:

    - Inserts those employees into the level 2 record for the award;

    - Inserts those employees into the Level 3 record for all projects associated with the award.

- Finds all employees with division access and inserts those employees into the level 3 record for all projects associated to the award where the major subdivision on the project matches the division in the security.

Common Elements Used When Setting Up and Using the Grants Portal

| Term	Definition
As Of Date	Staging Process Date or As Of Date that is defined in the Financial Calculation Option section of the search page.
Average Monthly Burn Rate	Actual Amount / [(As Of Date – Period Start Date) / 30].
Burn Rate	(–1) × Remaining Balance / Budgeted Amount + [(Period End Date – As of Date) / (Period End Date – Period Start Date].

Term	Definition
Remaining Balance	Budgeted Amount – Actual Amount – Encumbrance Amount – Pre-Encumbrance Amount.
Remaining Month	Period End Date – As of Date.
Period End Date	**Award End Date** field, the **Project End Date** field, or the **End Date of the Budget Period Through** value that is entered in the Financial Calculation Option section of the search page.
Period Start Date	**Award Begin Date** field, **Project Begin Date** field, or the **Start Date of the Budget Period From** value that is defined in the Financial Calculation Option section of the search page.
Total Forecast Amount	Average Monthly Burn Rate × Remaining Month.
Uncommitted Amount	Remaining Amount – Total Forecast Amount.
Uncommitted Percent	Uncommitted Amount / Budgeted Amount × 100.00.

Searching for Award, Project, and Personnel Data in the Grants Portal

The Grants Portal enables you to search for and filter award, project, and personnel data using specialized search pages designed specifically for the Grants Portal. You access these search pages using the Set Search Criteria link, available on select Grants Portal pages:

Set Search Criteria link

To change your search criteria, click Set Search Criteria.	Set Search Criteria
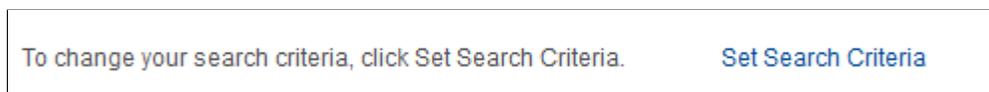
The Set Search Criteria link is available on the following Grants Portal pages:

• Award Summary

• Project Summary

• Personnel Cost Summary

Creating Your Own Search

To search for award, project, and personnel cost data using your own search parameters:

1. Click the **Set Search Criteria** link on the Award Summary, Project Summary, or Personnel Cost Summary page.

2. Enter your search criteria.

   Each search page has its own set of fields you can use to enter your search criteria.

   ___

   Note: While you can use as many of these fields as you want, at minimum you must enter search criteria for the Business Unit field.

   ___

3. Click the **Search** button.

4. (Optional) Save your unique set of search criteria by entering a name for your search in the **User Saved Search** field and clicking the **Save Search Criteria** link.

5. (Optional) Select the **Public** option to make your saved search available to other users.

   A public search can be altered or deleted only by the person who created it.

   If you do not select the **Public** option, your saved search will stay private and only you can access it.

   ___

   Note: All existing saved searches will be made public and users will not be able to change these searches to private. However, users will be able to alter and delete these searches.

   ___

Using a User Saved Search

To search for award, project, and personnel cost data using existing saved search parameters:

1. Click the **Set Search Criteria** link on the Award Summary, Project Summary, or Personnel Cost Summary page.

2. Click the **Look up User Saved Search** icon.

   The results list displays any saved searches you created plus public saved searches by other users.

3. Select a saved search from the results list.

4. Click the **Search** button.

Searching the Award Summary Page

Access the Grants Portal Award Search page by clicking the Set Search Criteria link on the Award Summary page:

Grants Portal Award Search page

The Grants Portal Award Search page contains these search categories and fields:

• Award Number

    • Award Status

    • Award Type

    • Business Unit

    • Award ID

    • Title

    • Ref Awd #

    • Keyword

• Award Responsible Parties

    • PI

    • Department ID

    • Department Name

    • Administrator

- Sponsor

  - Sponsor ID

  - Sponsor Type

- Date

  - Begin Date

  - End Date

- Balance

  Remaining

Searching the Project Summary Page

Access the Grants Portal Project Search page by clicking the Set Search Criteria link on the Project Summary page:

Grants Portal Project Search page

The Grants Portal Project Search page contains these search categories and fields:

- Project

  - Project Status

  - Project Type

- • PC Business Unit

- • Project ID

- • Project Title

- • Award Number

  - • Business Unit

  - • Award ID

  - • Title

- • Project Responsible Parties

  - • PI

  - • Department ID

  - • Department Name

  - • Administrator

- • Date

  - • Begin Date

  - • End Date

- • Balance

  Remaining

Searching the Personnel Cost Summary Page

Access the Grants Portal Person Search page by clicking the Set Search Criteria link on the Personnel Cost Summary page:

Grants Portal Person Search page

The Grants Portal Person Search page contains these search categories and fields:

- Project

  - Project Status

  - Project Type

  - PC Business Unit

  - Project ID

  - Project Title

- Award Number

  - Award Status

  - Award Type

  - Business Unit

  - Award ID

  - Title

- Project Team

- • PI

- • Project Role

- • Department ID

- • Department Name

- • Administrator

- • Sponsor

  - • Sponsor ID

  - • Sponsor Type

Setting Up the Grants Portal

Pages Used to Set Up the Grants Portal

Page Name	Definition Name	Usage
Installation Options - Grants Portal Page	INSTALLATION_GMPT	Set up installation options for the grants portal. Use navigation: **Set up Financials/ Supply Chain** >**Install** > **Installation Options** >**Grants Portal**
Burn Rate Indicator Setup Page	GM_BU_BURN_INDC	Set up the burn rate indicator for spending. Use navigation: **Set up Financials/ Supply Chain** >**Business Unit Related** >**Grants** >**Setup Grants Award BU Options** >**Burn Rate Indicator Setup**
Grants Portal Security - Access Rights Page	GM_PT_ACCESS	Set up access rights by role. This setup is required to access the Grants portal.
Grants Portal Security - Global Security Access Page	GM_PT_ACC_LEVEL_0	Set up global access to the Grants portal. Use this page to determine the employees who have global access to the portal.
Grants Portal Security - PI/Project Manager Access Page	GM_PT_ACC_LEVEL_1	Set up access to the Grants portal for principal investigators and project managers.

Page Name	Definition Name	Usage
Grants Portal Security - Division Access Page	GM_PT_ACC_LEVEL_1	Set up access to the Grants portal by division.
Grants Portal Security - Award Access Page	GM_PT_ACC_LEVEL_2	Set up access to the Grants portal by award.
Grants Portal Security - Project Access Page	GM_PT_ACC_LEVEL_2	Set up access to the Grants portal by project.
Grants Portal Security - Employee Access Page	GM_PT_ACC_LEVEL_4	Set up access to the Grants portal by employee.
Generate Award Page	GM_AWD_SETUP	Add awards and projects to Grants portal security tables.

Grants Portal Security - Access Rights Page

Use the Grants Portal Security - Access Rights page (GM_PT_ACCESS) to set up access rights by role.

This setup is required to access the Grants portal.

Navigation:

Set up Financials/Supply Chain > **Security** > **Setup Grants Portal Security**

This example illustrates the fields and controls on the Grants Portal Security - Access Rights page. You can find definitions for the fields and controls later on this page.

Note: To access the Grants portal, this setup page is required.

Use this page to set up access rights by SetID and project role. If a role is granted Read/Write Access on this page, then an employee who has that role can add additional employees on any security assignment page.

For example, if employee 001 has a project role of CPI (co-principal investigator), and the CPI role has a *Read/Write Access* value in the **Access Code** field on the Grants Portal Security - Access Rights page, then employee 001 can assign portal access to additional employees on the PI/Project Manager Access page.

Field or Control	Description
Project Role	Enter the role of the employee who is associated with the grant or project.
Award Level	Select to enable the role to have access to awards.
Project Level	Select to enable the role to have access to projects.
Access Code	Select one of these values: • *No Access:* Prevent access to an employee who has that role. • *Read Only Access:* Enable an employee who has that role to view security rights. • *Read/Write Access:* Enable an employee who has that role to view, add, and modify employees on the PI/Project Manager Access page.

Grants Portal Security - Global Security Access Page

Use the Grants Portal Security - Global Security Access page (GM_PT_ACC_LEVEL_0) to set up global access to the Grants portal.

Use this page to determine the employees who have global access to the portal.

Navigation:

Grants > **Grants Portal** > **Security Access** > **Grants Portal Global Access**

This example illustrates the fields and controls on the Grants Portal Security - Global Security Access page. You can find definitions for the fields and controls later on this page.

Use this page to grant global security authorization to users. This page enables users (Emp ID 1) to have access to all awards and projects in the Grants portal. If you select the **Security Administrator** check box, the employee can assign distributed security access to other users to view portal pages.

Field or Control	Description
EmplID (employee identifier)	Enter the IDs of the employees who have global access to portal pages.
Award Page	Appears as selected because this employee has access to all awards.
Project Page	Appears as selected because this employee has access to all projects.
Security Administrator	Select if this employee has security administrator privileges for the portal.
End Date	Enter a date that indicates when the employee no longer has global access to the portal. When a date is entered in this field and the date has past, the employee no longer has access to new projects and awards. **Note:** This field is for reference only. To revoke access for an employee, you must use the Grants Portal Security - Award Access, the Grants Portal Security Project Access, or the Grants Portal Security - Employee Access pages. However, if a new award is generated after the end date specified on this page, the system does not grant access to the employee.
Creation Date/Time	Displays the date and time that the employee was granted global access to the portal.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.
Last Update User ID	Displays the user ID of the person who last updated the employee's record.

Grants Portal Security - PI/Project Manager Access Page

Use the Grants Portal Security - PI/Project Manager Access page (GM_PT_ACC_LEVEL_1) to set up access to the Grants portal for principal investigators and project managers.

Navigation:

Grants > **Grants Portal** > **Security Access** >**GM Portal Security Access**

This example illustrates the fields and controls on the Grants Portal Security - PI/Project Manager Access page. You can find definitions for the fields and controls later on this page.

Use this page to grant portal access to additional employees. The PI or PM is entered in the **Assigned By Employee ID** field and is the Assigned By Emp ID in the Level 1 table. The employees who are added to the **EmplID** field in the grid are the same as the Employee ID in the Level 1 table.

Employees who are entered in the grid are granted access to the same awards and projects that the employee entered in the **Assigned By Employee ID** field has access to and at the same level. However, you can deselect the **Award Page** and **Project Page** check boxes to remove access to the awards and projects.

The employee ID that is entered into the **Assigned By Employee ID** field must meet one of these conditions:

- The employee ID has a role that is listed on the Grants Portal Security - Access Rights page, where the **Award Level** check box is selected and the **Access Code** field has a value of *Read/Write Access* or *Read Only Access.*

- The employee ID is listed on the Global Access page or the PI/Project Manager Access page with the **Security Administrator** check box selected.

To grant portal access to additional employees:

1. The PI or PM enters an employee ID in the **Assigned By Employee ID** field.

2. Click the Search button.

3. Add additional employees in the **EmplID field** within the grid.

4. Complete the **Award Page, Project Page, Security Administrator,** and **End Date** fields.

5. Click the Add button to add more rows.

6. Click the Save button to save the information to the Level 1 table.

Field or Control	Description
Assigned By EmpID (assigned by employee ID)	Select the ID of the employee who has the authority to grant access to other employees. This is the assigned by employee ID in the Level 1 table.
Search	Click to search for employees after entering a value in the **Assigned By EmpID** field. All employees who are associated with the assigned by employee ID in the Level 1 table are displayed in the grid. If no employees are associated with the assigned by employee ID, then only the assigned by employee ID is displayed in the grid.
EmpID	Select employees to grant access to the portal. This employee ID becomes the EmpID in the Level 1 table. **Note:** All employee IDs are available in this selection field.
Award Page	Select to allow the EmpID in the grid to have access to the same Award Summary and Award Detail pages that the assigned by employee ID has access to. This creates a row in the Level 2 table.
Project Page	Select to allow the EmpID in the grid to have access to the same Project Summary and Project Detail pages that the assigned by employee ID has access to. This creates a row in the Level 3 table
Security Administrator	Select to indicate that the employee ID in the grid can grant portal access to other employees.
End Date	Enter a date that indicates when the employee (EmpID) no longer has access to the portal. When a date is entered in this field and the date has past, the employee will no longer have access to new projects and awards. **Note:** This field is for reference only. To revoke access for an employee, you must use the Grants Portal Security - Award Access, the Grants Portal Security - Project Access, or the Grants Portal Security - Employee Access page.
Creation Date/Time	Displays the date and time that the employee was granted access to the portal.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.
Last Update User ID	Displays the user ID who last updated the employee's record.

Grants Portal Security - Division Access Page

Use the Grants Portal Security - Division Access page (GM_PT_ACC_LEVEL_1) to set up access to the Grants portal by division.

Navigation:

Select **Grants** > **Grants Portal** > **Security Access** >**GM Portal Security Access** and click the **Division** link.

This example illustrates the fields and controls on the Grants Portal Security - Division Access page. You can find definitions for the fields and controls later on this page.

Use this page to grant access to the employee entered in the Search Criteria section. The **Division** field is the same as the **Subdivision** field on the Project Department page.

Field or Control	Description
Employee ID	Select the employee ID of the employee who has the authority to grant access to other employees. This is the Emp ID in the Level 1 table. The employee IDs that are available to select from are: • Employee IDs that have a role that is listed on the Grants Portal Security - Access Rights page, where the **Award Level** check box is selected and the **Access Code** is *Read/Write Access* or *Read Only Access*. • Employee IDs that are listed on the Global Access page or the PI/Project Manager Access page with the **Security Administrator** check box selected.
Search	Click to search for divisions after entering a value in the **PI/Project Manager** field. All divisions that are associated with the PI/Project Manager in the Level 1 table appear in the grid.

Field or Control	Description
Division	Select a division to provide all employees in that division access to the same awards and projects that the PI or PM has access to. Select a division to provide the employee in the **PI/Project Manager** field access to the same projects that the operator ID has access to. This field is equal to the **Subdivision** field on the Project Department page.
Award Page	Select to enable the EmpID in the grid to have access to the same Award Summary and Award Detail pages that the assigned by employee ID has access to. This selection creates a row in the Level 2 table.
Project Page	Select to enable the EmpID in the grid to have access to the same Project Summary and Project Detail pages that the assigned by employee ID has access to. This selection creates a row in the Level 3 table
Security Administrator	Select to indicate that the EmpID in the grid can grant security authorization to other employees.
End Date	Enter a date that represents the last date that the employee can access awards and projects within the division that is specified in the grid. For example, if the employee can access all awards and projects, within the division, until the end of the year, then enter December 31, *YYYY* as the end date. When a date is entered in this field and the date has past, the employee will no longer have access to new projects and awards. **Note:** This field is for reference only. To revoke access for an employee, you must use the Award Access, Project Access, or Grants Portal Security - Employee Access pages.
Creation Date/Time	Displays the date and time that the employee was granted division access to the portal.
Last Update Date/Time	Displays the date and time that the divisions record was last updated.
Last Update User ID	Displays the ID of the user who last updated the division record.

Grants Portal Security - Award Access Page

Use the Grants Portal Security - Award Access page (GM_PT_ACC_LEVEL_2) to set up access to the Grants portal by award.

Navigation:

Select **Grants** > **Grants Portal** > **Security Access** >**GM Portal Security Access** and click the **Award** link.

This example illustrates the fields and controls on the Grants Portal Security - Award Access page. You can find definitions for the fields and controls later on this page.

Use this page to grant access to employees by business unit and award ID. This page also grants access to the projects of the award specified in the **Award ID** field. If you use the Grants Portal Security - Global Access page, the Grants Portal Security - PI/Project Manager Access page, or the Grants Portal Security - Division Access page to add employees, this page is prepopulated with those employee IDs.

Any changes made to the Grants Portal Security - Award Access or the Grants Portal Security - Project Access pages overrides entries made to the Grants Portal Security - PI/Project Manager Access page and the Grants Portal Security - Division Access page.

Field or Control	Description
Business Unit	Select a business unit that represents the award business unit.
Award ID	Select the ID of the award to which you want to grant access. **Note:** Only awards that the logged in employee has access to appear in the award prompt.
Search	Click to search for employees after entering a value in the Business Unit and Award ID fields. If the system does not find results, the system populates the grid with: • All employees on the project team whose role in security allows access to the award. If the project team member has a role setup in the Grants Security page and that role has award access, then that team member appears in the grid. • The contract administrator. • The Grants contract administrator.

Field or Control	Description
Select	Select a check box to revoke access to the award for the employee.
EmpID	Select employees to grant access to the award.
Award Page	Select to allow the employee ID in the grid to have access to the same Award Summary and Award Detail pages to which the assigned by employee ID has access. A row is created in the Level 2 table. When this page is saved, the system adds all projects that are associated with the award into the Level 3 table.
	Deselect to remove access to a specific award. This field is considered an override field to a level 1 setup page. For example, a principal investigator grants access to employee KU44 using the Grants Portal Security - PI/Project Manager Access page (level 1). This grants employee KU44 access to three awards. These awards appear on the Grants Portal Security - Award Access page with the **Award Page** check box selected. If the PI wants to remove access to one of the awards, the PI can deselect the **Award Page** check box for that award.
	This option should be used instead of the **Revoke Selected Access** button to provide the employee access to personnel information for the project but remove access to the Award page. For example, if the **Award Page** check box is deselected on the Grants Portal Security - Award Access page and the **Personnel Page** check box is selected on the Grants Portal Security - Project Access page, then the employee continues to have access to personnel information for the project.
Personnel Page	Select to indicate that the employee can view personnel information on the Personnel Summary and the Personnel Cost Details pages for the project. If the user selects this check box, the system automatically selects the personnel flag for all projects that are associated with this award on the Grants Portal Security - Project Access page.
End Date	Enter a date that represents the last date that the employee has access to the award through the portal. For example, if the employee can access award data through the portal until the end of the year, then enter December 31, *YYYY* as the end date.<hr>**Note:** This value does not affect the end date on the page.
Creation Date/Time	Displays the date and time that the employee was granted access to the award.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.

Field or Control	Description
Last Update User ID	Displays the ID of the user who last updated the employee's record.
Revoke Selected Access	Click after selecting multiple rows to revoke the employee's access to the award. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows. **Note:** This option only revokes access to the award, not the project that is attached to the award.

Grants Portal Security - Project Access Page

Use the Grants Portal Security - Project Access page (GM_PT_ACC_LEVEL_2) to set up access to the Grants portal by project.

Navigation:

Select **Grants** > **Grants Portal** > **Security Access** >**GM Portal Security Access** and click the **Project** link.

This example illustrates the fields and controls on the Grants Portal Security - Project Access page. You can find definitions for the fields and controls later on this page.

Use this page to grant access to employees by business unit and project ID. If you use the Grants Portal Security - Global Access page, the Grants Portal Security - PI/Project Manager Access page, or the Grants Portal Security - Division Access page to add employees, this page is prepopulated with those employee IDs.

Any changes made to the Grants Portal Security - Award Access or the Grants Portal Security - Project Access pages overrides entries made to the Grants Portal Security - PI/Project Manager Access page and the Grants Portal Security - Division Access page.

Field or Control	Description
Business Unit	Select a business unit that represents the project business unit.
Project ID	Select the ID of the project to which you want to grant access. Only projects that the logged in employee has access to appear in the prompt list.
Include Team Member	Select to populate the grid with all project team members. This option streamlines the process of adding multiple employees to the grid.
Search	Click to search for employees after entering a value in the **Business Unit** and **Project ID** fields. If no results are found, the system populates the grid with all project team members whose role in security allows access to the project.
Select	Select to revoke access to the project for the employee.
EmpID	Select employees to grant access to the project.
Project Page	Select to allow the EmpID in the grid to have access to the same Project Summary and Project Detail pages to which the assigned by employee ID has access. A row is created in the Level 3 table. Deselect to remove access to a specific project. This field is considered an override field to a level 1 setup page. For example, a principal investigator grants access to employee KU44 using the Grants Portal Security - PI/Project Manager Access page (level 1). This field grants employee KU44 access to three projects. These projects appear on the Grants Portal Security - Project Access page with the **Project Page** check box selected. If the PI wants to remove access to one of the projects, the PI can deselect the **Project Page** check box for that project.
Personnel Page	Select to indicate that the employee can view personnel information on the Personnel Summary and the Personnel Cost Details pages for the project. If the **Personnel Page** check box is selected on the Grants Portal Security - Award Access page for the award that is associated with this project, then the **Personnel Page** check box is automatically selected on the Grants Portal Security - Project Access page. Deselect this check box to prevent the employee access to the Personnel Summary and the Personnel Cost Details pages.

Field or Control	Description
End Date	Enter a date that represents the last date that the employee has access to the project through the portal. For example, if the employee can access project data through the portal until the end of the year, then enter December 31, *YYYY* as the end date. **Note:** This value does not affect the end date of the award.
Creation Date/Time	Displays the date and time that the employee was granted access to the project.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.
Last Update User ID	Displays the user ID who last updated the employee's record.
Revoke Selected Access	Click after selecting multiple rows. This action revokes the employee's access to the project. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows. **Note:** This option only revokes access to the project, not the awards that are attached to the project.

Grants Portal Security - Employee Access Page

Use the Grants Portal Security - Employee Access page (GM_PT_ACC_LEVEL_4) to set up access to the Grants portal by employee.

Navigation:

Grants > **Grants Portal** > **Security Access** > **Grants Portal Access Inquiry**

This example illustrates the fields and controls on the Grants Portal Security - Employee Access page. You can find definitions for the fields and controls later on this page.

Use this page to display all awards and projects to which an employee has access. The only update allowed on this page is to revoke access to awards and projects. This option uses the union of the Level 2 and Level 3 tables and displays all awards and projects for an employee ID.

Field or Control	Description
Employee ID	Enter the ID of the employee to view all awards and projects to which the employee has access.
Select	Select to revoke the employee's access to awards and projects.
Access Level	Displays the access level that is associated with the employee.
Business Unit	Displays the business unit associated with the award or project.
Award ID	Displays all awards to which the employee has access.
PC Business Unit	Displays the Project Costing business unit associated with the project
Project ID	Displays all projects to which the employee has access.
Award Page	Displays if the employee has access to award pages. This field is display-only.
Project Page	Displays if the employee has access to project pages. This field is display-only.

Field or Control	Description
Personnel Page	Displays if the employee has access to personnel pages. This field is display-only.
End Date	Enter a date that represents the last date that the employee has access to the project through the portal. For example, if the employee can access project data through the portal until the end of the year, then enter December 31, *YYYY* as the end date.
Creation Date/Time	Displays the date and time that the employee was granted access to the project.
Last Update Date/Time	Displays the date and time that the employee record was last updated.
Revoke Selected Access	Click after selecting multiple rows. This revokes the employee's access to the selected award or project. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows. Alternatively, you can enter a date in the End Date column for individual awards or projects.

Generate Award Page

Use the Generate Award page (GM_AWD_SETUP) to add awards and projects to Grants portal security tables.

Navigation:

Grants > **Proposals** > **Generate Award**

This example illustrates the fields and controls on the Generate Award page. You can find definitions for the fields and controls later on this page.

Note: Oracle recommends that you use PeopleSoft security to control access to the Staging Labor Cost Data and the Staging Labor Cost Errors pages, and that the staging tables are not placed in a query access group. You should take precautions to security the labor data files while they exist on the system before loading them to the staging tables because the labor cost data files contain information that may be considered to be confidential.

Field or Control	Description
Add to Grants Portal Security?	Select to grant portal security to employees who have: • Access rights to the Award page and the Project page, which is defined on the Grants Portal Security - Access Rights page. • Global access, which is defined on the Grants Portal Security - Global Security Access page. • Division access, which is defined on the Grants Portal Security - Division Access page. When selected, rows are added to the Level 2 and Level 3 tables based on Grants portal security. This check box defaults to the value you selected for it on the Award Setup Definition page; if you selected this check box on the Award Setup Definition page, it is automatically selected for you here. If deselected, all security must be granted manually. This check box defaults option will be default to be the value which set in Award Setup definition. --- **Note:** When this option is selected, all users that are associated with the department and division are automatically granted access to the awards and projects selected on this page. This selection eliminates the need to assign individual security using the Access Authority pages. In addition, all users who have global access receive access to the awards and projects using this process. For more information about the Add to Grants Portal Security check box on the Award Setup Definition page, see <u>Defining PeopleSoft Grants Rules and Business Units</u>
Pre-award Spending	Select to create the project and the activity. You can later select a proposal that had pre-award spending identified and generate the award and contract. For more information, see <u>Facilities Admin Options Page</u>
Generate	Click to run the Generate Award process. If the **Add to Grants Portal Security?** check box is selected and a contract has been generated, then the award and project is added to portal security.

Staging Data to the Grants Portal

Pages Used to Stage Data to the Grants Portal

Page Name	Definition Name	Usage
Staging Labor Cost Data Page	GM_PT_RUN_CNTL_E	Load data to the staging tables.
Staging Labor Cost Errors Page	GM_PT_EFFORT_ERR	Correct errors from the Staging Labor Cost Data process.
Staging Award/Project Data Run Control Page	GM_PT_RUN_CNTL	Load award and project data to the Grants portal.
Grants Portal Security Process Run Control Page	GM_PT_RUN_SECTY	Update security tables post award.

Staging Labor Cost Data Page

Use the Staging Labor Cost Data page (GM_PT_RUN_CNTL_E) to load data to the staging tables.

Navigation:

Grants > Grants Portal > Staging Data >Portal Stage Labor Cost Data

Use the Staging Labor Cost Data (GM_PT_EFFORT) process to load payroll commitment and effort custom data to the Grants portal effort staging table. This process reads effort data from a CSV file, inserts the correct data into the effort table (GM_PT_EFFORT), and inserts data with errors into the effort error table (GM_PT_EFFORT_ER). The data appears on the Personnel Summary and Personnel Detail pages.

Field or Control	Description
File Name	Enter the location and name of the file. You must enter the exact path that points to the location of the file. The system does not verify that the path is correct. If the path is entered wrong, then the process will error. Prior to entering the file name, the file should have been loaded on the Process Scheduler server or on your local machine. If it is loaded on your local machine, you should include the IP address of your local machine. For example: //38.384.386.33/temp/Labor_load.txt, where 38.384.386.33 is the IP address.

Imported File

The file must be a CSV file that uses a comma as the delimiter. The file must be in this format before being imported:

Field	Field Type	Field Length	Comments
Projects Business Unit	Character	5	
Project ID	Character	15	
Activity ID	Character	15	
Transaction Date	Date	10	Must be YYYY/MM/DD
Employee ID	Character	11	
Accounting Date	Date	10	Must be YYYY/MM/DD
Account	Character	10	
Department ID	Character	10	
Operating Unit	Character	8	
Product	Character	6	
Fund Code	Character	5	
Class Field	Character	5	
Program Code	Character	5	
ChartField 1	Character	10	
ChartField 2	Character	10	
ChartField 3	Character	10	
Resource Type	Character	5	

Field	Field Type	Field Length	Comments
Resource Category	Character	5	
Resource Sub Category	Character	5	
Job Code	Character	6	
Paid Amount	Signed Number	28	Decimal positions = 3
Salary Amount	Signed Number	15	Decimal positions = 2
Currency Code	Character	3	
Effort	Number	13	Decimal positions = 2
Budget Reference	Character	8	
GL Business Unit	Character	5	

Staging Labor Cost Errors Page

Use the Staging Labor Cost Errors page (GM_PT_EFFORT_ERR) to correct errors from the Staging Labor Cost Data process.

Navigation:

Grants > **Grants Portal** > **Staging Data** > **Portal Stage Labor Cost Errors**

Use this page to correct errors from the Staging Labor Cost Data process. When the corrections are saved the system moves the corrected data from the error table to the effort table.

Field or Control	Description
Error	Click to view the error message.
Save	Click to save any changes made to the fields in error and to rerun the Staging Labor Cost Data process (GM_PT_ EFFORT). All errors must be fixed prior to saving the page. You cannot save the page if there are errors on any of the rows.

Note: Only the first error message is captured and written to this page. If a row has more than one error, then you receive all of the appropriate prompt errors after they appear on the page.

Note: If the process is run twice with the same file name a message appears in the Message Log indicating that a file with the same name exists. This is only a warning to prevent duplicates. The file loads regardless of the duplicate file name.

Staging Award/Project Data Run Control Page

Use the Staging Award Project Data page (GM_PT_RUN_CNTL) to load award and project data to the Grants portal.

Navigation:

Grants > **Grants Portal** > **Staging Data** >**Portal Stage Award & Proj Data**

This example illustrates the fields and controls on the Staging Award/Project Data page. You can find definitions for the fields and controls later on this page.

Use the Staging Award/Project Data (GM_PT_STAGE) process to load information such as award, project, budget, expenditure, encumbrance, preencumbrance, invoice, payment, and so on into the portal pages. This data appears on portal pages such as the Award Summary, Award Detail, Project Summary, Project Detail, Expenditure, Encumbrance, Pre-Encumbrance, and Invoices and on Payments inquiry pages. The Staging Award/Project Data (GM_PT_STAGE) process also populates the Grants Portal Award Details and Award Summary pages with the Federal Award Identification Number (FAIN).

See Viewing Award Data

When you run subsequent processes, the process deletes the existing data specified on the run control in all staging tables and then inserts new data.

Field or Control	*Description*
Include Closed Award within Days	Select to indicate that you want to include closed awards that fall within the last *x* number of days, which is indicated in the **Days** field. All projects associated with the award are processed. **Note:** The larger the number of days entered in the **Days** field, the larger the volume of data, which could affect performance.

Field or Control	Description
Include Closed Projects within Days	Select to indicate that you want to include closed projects that fall within the last *x* number of days, which is indicated in the **Days** field. <hr> **Note:** The larger the number of days entered in the **Days** field, the larger the volume of data, which could affect performance.
Award – Business Unit	Select the business unit from which to select awards. All awards for the business unit and all projects that are associated with the award are processed.
Project – PC Business Unit	Select the business unit from which to select projects. All projects for the business unit are processed. Use this field for pre-award projects.

Note: The GM_PT_RUN_CNTL process loads only those awards and projects with entry types equal to '*IN*' and '*CR*.'

Grants Portal Security Process Run Control Page

Use the Grants Portal Security Process page (GM_PT_RUN_SECTY) to update security tables post award.

Navigation:

Grants > **Grants Portal** > **Staging Data** >**GM Portal Security Process**

This example illustrates the fields and controls on the Grants Portal Security Process page. You can find definitions for the fields and controls later on this page.

Use the PeopleSoft Grants Portal Security Application Engine process (GM_PT_SECURTY) to update portal security tales when security changes are made after the Generate Award process has run.

For example, is a security change is made in the following situations post award:

- A project is added for an existing contract.

- A project is deleted for an existing contract.

- The **Add to Grants Portal Security?** check box was not selected, but should have been selected, during the Generate Award process.

- When the Pre-award Spending check box is selected and the Add to Grants Portal Security? check box was not selected, but should have been selected.

If these situations occur you should run the Grants Portal Security process to update the security tables and then run the Staging Data process.

As an alternative, you can schedule the two processes to run on a regular basis, as long as the Grants Portal Security process is scheduled first and the Staging Data processes are scheduled second.

Field or Control	*Description*
Process Option	Select one of these options: *Business Unit :* When selected you must also enter the business unit. *Contract Number :* When selected, you must also enter the business unit, and optionally a contract number. *Pre-Spending Project ID :* When selected, you must also enter the business unit, and optionally a project ID.
Load blue bird awards	On selecting this check box, the system will add blue bird awards to the award level security table (GM_PT_ACC_ LVL2) and the project level security table (GM_PT_ACC_ LVL3) for the business unit entered on the page. This check box is displayed only for Business Unit Process Option.

Process Options

When *Business Unit* is selected:

- The system deletes all records from the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), where all of the associated projects are deleted for the business unit that is entered on the page.

- The system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for all of the associated projects that were added for the business unit that is entered on the page.

When *Contract Number* is selected:

- The system deletes all records from the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.

- The system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.

- If a new contract was previously added in Grants Portal Security, the system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.

  This option addresses the situation where the **Add to Grants Portal Security?** check box was not selected, but should have been selected during the Generate Award process.

When *Pre-Spending Project ID* is selected, and a new contract was previously added in Grants Portal Security, the system adds all records to the project level security table (GM_PT_ACC_LVL3), for the business unit and project entered on the page.

This option addresses the situation where the **Pre-award Spending** check box was selected and the **Add to Grants Portal Security?** check box was not selected, but should have been selected during the Generate Award process.

Viewing Award Data

This topic lists common elements used in this section and discusses how to view award data.

Pages Used to View Award Data

Page Name	Definition Name	Usage
Award Summary Page	GM_PT_AWD_SUMMARY	View summary information for awards.
Award Detail Page	GM_PT_AWD_DETAIL	View detail information for awards.
Award Detail - Demographic Page	GM_PT_AWD_DEMO	View demographic information for awards.
Award Detail - Project Page	GM_PT_AWD_PROJ	View project information for awards.
Award Detail - Budget Status Page	GM_PT_AWD_BUD	View budget status information for awards

Common Elements Used in This Section

Field or Control	Description
Institution & Sponsor Links	Click to access the Sponsor websites page.

Field or Control	Description
Funding Allocations	Click this link to access the Review Award Modifications page.
Milestone Notifications	Click this link to access the Milestone Notification History page.
Protocols	Click this link to access the Protocols page
Award Attachment	Click this link to access the Contract - Attachments page.
Reports	Click this link to access the Administration page of the Report Manager option for Reporting Tools.

Award Summary Page

Use the Award Summary page (GM_PT_AWD_SUMMARY) to view summary information for awards.

Navigation:

Grants > **Grants Portal** > **Award Information** >**Grants Portal Award Summary**

This example illustrates the fields and controls on the Award Summary page. You can find definitions for the fields and controls later on this page.

Use this page to view a complete list of awards that are unique to the ID of the user who is logged into the portal. This page is the primary portal page when the portal is accessed by each user.

Field or Control	Description
You have # new items in your worklist	Displays the number of items in the user's worklist.
Last Process Date/Time	Displays the date and time derived from the completion of the application engine process used to update the information displayed in the portal.
Maximum Rows to Retrieve	Specify the number of rows to retrieve on the Award Summary page.
Balances	Select an option to control how the balances in the Financial tab are calculated. Options include: • *Both:* Select to display sponsor, cost share budget, expenditure, encumbrance, and preencumbrance balances on the Financial tab. • *Cost Share:* Select to display only cost share financial balances on the Financial tab. • *Sponsor:* Select to display only sponsor financial balances on the Financial tab.
Include F&A (include facilities and administration)	Select to allow users to include F&A budget and expenditure totals in the Budget and Expenditure columns on the Financial tab.
Budget Period From	Select the budget period begin date to use when calculating balances on the Financial tab.
Thru	Select the budget period end date to use when calculating balances on the Financial tab.
Bud Ref (budget reference)	The label of this field is determined by the option selected in the **Budget Group By** field on the Installation Options - Grants Portal page. For example, if you select *Budget Ref* as the budget group by, then the system displays **Bud Ref** as the field label. If you select *Account* as the budget group by, then the system displays **Account** as the field label. Depending on the field label, the system displays the field value.
Date Selection	Select one of these options: • *As of Date* and enter a specific date in the field to the right. • *Month End* and select a month in the field to the right.
Recalculate	Click to recalculate totals displayed in the grid and on the Financials tab if you change information in the **Financial Information Calculation Options** group box.

Field or Control	Description
Burn Rate Indicator	Displays the burn rate indicator definitions. Burn rate indicator percentages are defined on the Burn Rate Indicator Setup page. See Burn Rate Indicator Setup Page.

Demographics

Field or Control	Description
(check box)	Select this check box, and then click the **Update Total Amount** button to update the information displayed in the **Total Amount of Selected Items** group box.
(burn rate indicator)	Displays the burn rate indicator for the award.
Award ID	Displays awards by award number in ascending order. Click this link to access the Award Details Inquiry page
Short Title	Displays the short title of the award. Click this link to access the Award Profile page.
Primary Project	Displays the primary project as a link. Click this link to access the Project Details Inquiry page.
Project Title	Displays the short title of the project. Click this link to access the Project - General Information page.
Award Begin Date and Award End Date	Displays the award begin and end dates.
Sponsor	Displays the sponsor for the award. Click this link to access the Award Sponsor page.
Reference Award Number	Displays the Reference Award Number.
Federal Award Identification Number	Displays the Federal Award Identification Number.
Contact PI (contact principal investigator)	Displays the contact PI.

Total Amount of Selected Items

Field or Control	Description
Selected	Displays the number of awards selected on the page. To update this value, select the check box to the left of the award ID and click the **Update Total Amount** button.
Funded, Budgeted, Expended, Encumbered, Pre Encumbered, Remaining Balance, Invoiced, Received, Unpaid	Displays the sum of the named column, which is displayed on the Financial tab, for the selected items.
Update Total Amount	Click to recalculate the Total Amount of Select Items fields.

Funded

Field or Control	Description
Funded	Displays the funded amount for the award. Click the amount link to access the Funding Inquiry page. This amount includes F&A regardless of whether the **Include F&A** check box is selected in the **Financial Information Calculation Options** group box.
Budgeted	Displays the budgeted amount for the award. Click the amount link to access the Award Details Inquiry - Budgets page. The calculation for this amount depends on the values in the **Balances, Budget Period From,** and **Thru** fields in the **Financial Information Calculation Options** group box. Only Funded amounts for which the PC distribution status is *D* are included in the Budgeted amount total. **Note:** This may differ from budget amount displayed on the Funding Inquiry page because the criterion is different when the amount is displayed. If the **Include F&A** check box is selected, then the amounts that are included in the accounts, which are selected in the FA Accounts section of the Facilities Admin Options page, are included in the budgeted amount.

Field or Control	Description
Expended	Displays the expended amount for the award. Click the amount link to access the Expenditure Details Inquiry page. The calculation for this amount depends on the values in the **Balances, Budget Period From,** and **Thru, Date Selection,** and **Budget Group By** fields in the **Financial Information Calculation Options** group box. If the **Include F&A** check is selected, then amounts that have a commitment control amount type of *7* are included. See the following table that explains how the data is selected.
Encumbered	Displays the encumbered amount for the award. Click the amount link to access the Encumbrance Details Inquiry page. The calculation for this amount depends on the values in the **Balances, Budget Period From,** and **Thru** fields in the **Financial Information Calculation Options** group box. F&A is not calculated on encumbrances. See the following table that explains how the data is selected.
Pre Encumbered	Displays the pre-encumbered amount for the award. Click the amount link to access the Pre Encumbrances Details Inquiry page. The calculation for this amount depends on the values in the **Balances, Budget Period From,** and **Thru** fields in the **Financial Information Calculation Options** group box. F&A is not calculated on preencumbrances. See the following table that explains how the data is selected.
Burn Rate	Displays the burn rate percent that is used to display the visual indicator on the left.
Invoiced	Displays amounts for invoices with a status of *INV* (invoiced) and for which the business unit is GM (Grants Management).
Received	Displays amounts for which the business unit is GM. Click the amount link to access the Invoice and Payment Details Inquiry page
Unpaid	Displays the item balance amount for which the business unit is GM. Click the amount link to access the Invoice and Payment Details Inquiry page.
Grant Administrator	Displays the grant administrator for the award. Click the link to display the Award Administrator page.

This table explains how the data is selected depending on the selection in the **Balance** and **FA** fields:

Balance	FA	Data Selected
Both	Y	Sponsor direct, sponsor FA, cost share direct, cost share FA, and third party costs.
Both	N	Sponsor direct, cost share direct, and third party costs.
Sponsor	Y	Sponsor direct, sponsor FA, and third party costs.
Sponsor	N	Sponsor direct costs.
Cost Share	Y	Cost share direct, cost share FA, and third party costs.
Cost Share	N	Cost share direct and third party costs.

Compliance

Field or Control	Description
Human Protocol	Displays *Yes* as a link if human protocols exist for the award. Click the link to access the Protocols page. If human protocols do not exist for the award, the field is blank.
Animal Protocol	Displays *Yes* as a link if animal protocols exist for the award. Click the link to access the Protocols page. If animal protocols do not exist for the award, the field is blank.

Award Detail Page

Use the Award Detail page (GM_PT_AWD_DETAIL) to view detail information for awards.

Navigation:

Grants > **Grants Portal** > **Award Information** >**Grants Portal Award Detail**

This example illustrates the fields and controls on the Award Detail page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Search	Click the **Search** button, after selecting a business unit and an award ID, to display the detailed information for the award.
Recalculate	Click after selecting new values in the **Financial Calculating Option** group box, to recalculate the values displayed in the **Award Detail** group box. The open fields in the **Financial Calculating Option** group box operate the same as the Award Summary page.
Grant Administrator	Displays the grant administrator as a link. Click the link to access the Award Administrator page.
Sponsor	Displays the sponsor as a link. Click the link to access the Sponsor page.
Funded Amount	Displays the funded amount as a link. Click the link to access the Funding Inquiry page.

Award Detail - Demographic Page

Use the Award Detail - Demographic page (GM_PT_AWD_DEMO) to view demographic information for awards.

Navigation:

Grants > **Grants Portal** > **Award Information** > **Award Detail** > **Demographic**

This example illustrates the fields and controls on the Award Detail - Demographic page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Billing Terms	Displays the billing terms as a link. Click the link to access the General Information page of the Create and Amend component for customer Contracts.
Previous Contract	Displays the previous contract as a link. Click the link to access the Previous Award page of the Additional Information component for the award profile.
Flow Through	Click to access the Flow Through page of the Additional Information component for the award profile
Cost Share Flag	Click to access the Cost Sharing page of the Additional Information component for the award profile.
Project	Displays the project as a link. Click the link to access the Project Details Inquiry page. Projects are listed in ascending order.
Amendment Number	Displays amendments in ascending order when the contracts header has a status of complete.

Award Detail - Project Page

Use the Award Detail - Project page (GM_PT_AWD_PROJ) to view project information for awards.

Navigation:

Grants > **Grants Portal** > **Award Information** > **Award Detail** > **Project**

This example illustrates the fields and controls on the Award Detail - Project page. You can find definitions for the fields and controls later on this page.
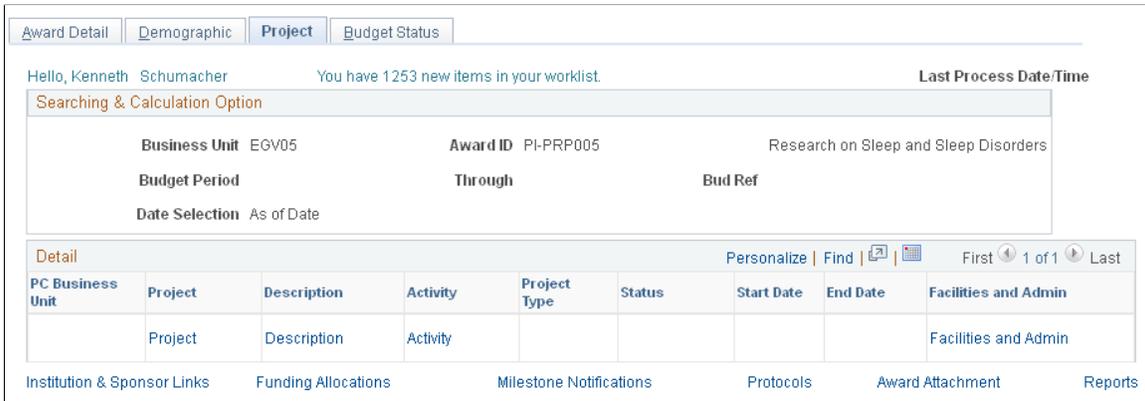
Field or Control	Description
Facilities and Admin	Click this link to access the Facilities and Admin page, which displays the rate type, base ID, and rate percent for the project and activity.

Award Detail - Budget Status Page

Use the Award Detail - Budget Status page (GM_PT_AWD_BUD) to .

Navigation:

Grants > **Grants Portal** > **Award Information** > **Award Detail** > **Budget Status**

This example illustrates the fields and controls on the Award Detail - Budget Status page. You can find definitions for the fields and controls later on this page.

Use this page to view sponsor and cost share budgets for an award.

Sponsor

Field or Control	Description
Budget Item	Displays budget items for the awards that meet the criteria in the **Financial Calculation Option** group box on the Award Detail page.
Budgeted	Displays the sum of the sponsor budget amounts that meet the criteria in the **Financial Calculation Option** group box on the Award Detail page.
Expended	Displays the sum of the sponsor expenditure amounts that meet the criteria in the **Financial Calculation Option** group box on the Award Detail page.
Encumbered	Displays the sum of the sponsor encumbrance amounts that meet the criteria in the **Financial Calculation Option** group box on the Award Detail page.

Field or Control	Description
Pre Encumbered	Displays the sum of the sponsor preencumbrance amounts that meet the criteria in the **Financial Calculation Option** group box on the Award Detail page.
Total Direct	Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns. Total Expended, Total Encumbered and Total Pre-Encumbered links to the corresponding inquiry page.
Total FA	Displays these values for each column: • *Budgeted:* The sum of the Sponsor Budget FA amount that meets the criteria in the **Financial Calculation Option** group box on the Award Detail page. • *Expended:* The sum of the Sponsor Expenditure FA amount that meets the criteria in the **Financial Calculation Option** group box on the Award Detail page. • *Encumbered:* 0.00. (The Encumbered column will always be zero, as F&A is not being calculated for encumbrances, only for costs. • *Pre Encumbered:* 0.00. (The Pre Encumbered column will always be zero, as F&A is not being calculated for pre-encumbrances, only for costs.)
Totals	Displays the sum of Total Direct and Total FA for the column.

Cost Share

The values in the **Cost Share** group box are calculated the same as those in the **Sponsor** group box with the exception that they are from cost share budgets for the award.

Field or Control	Description
Remaining Balance	Displays the sum of sponsor budget remaining balance total and the cost share budget remaining balance total amounts.

Viewing Project Data

This topic lists common elements used in this section and discusses how to review project data.

Pages Used to View Project Data

Page Name	Definition Name	Usage
Project Summary Page	GM_PT_PRJ_SUMMARY	View summary information for projects.
Project Detail Page	GM_PT_PRJ_DETAIL	View detail information for projects.
Project Detail - Demographics Page	GM_PT_PRJ_DEMO	View demographic information for projects.
Project Detail - Activities Page	GM_PT_PRJ_ACTIVITY	View activities for projects.
Project Detail - Subcontracts Page	GM_PT_PRJ_SUBRECP	View subcontracts for projects.
Project Detail - Budget Status Page	GM_PT_PRJ_BUD	View budget status information for projects.

Common Elements Used in This Section

Field or Control	Description
Institution & Sponsor Links	Click to access the Sponsor Websites page.
Project Forecast	Click to access the Project Forecast Inquiry page.
Project Variance	Click to access the Project Variance Inquiry page.
Project Attachment	Click to access the Projects - Attachments page
Reports	Click to access the Administration page of the Report Manager option for Reporting Tools.

Project Summary Page

Use the Project Summary page (GM_PT_PRJ_SUMMARY) to view summary information for projects.

Navigation:

Grants > **Grants Portal** > **Project Information** >**GM Portal Project Summary Info**

This example illustrates the fields and controls on the Project Summary page. You can find definitions for the fields and controls later on this page.
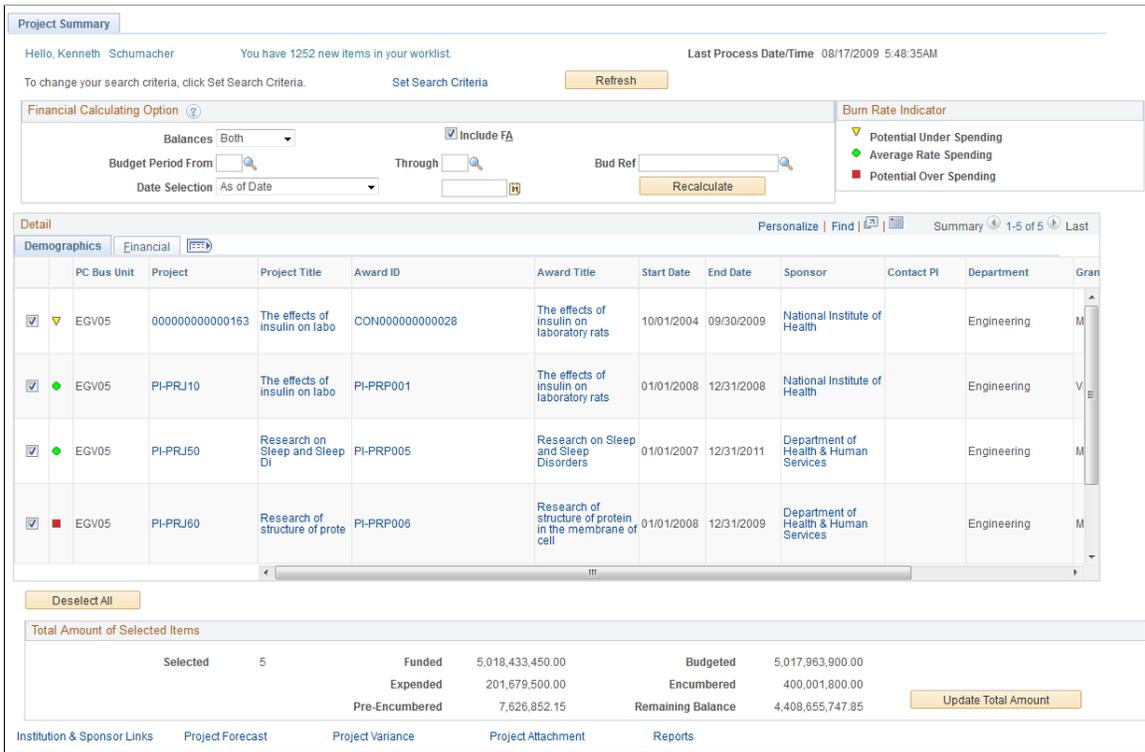
Use this page to view a complete list of projects that are unique to the user ID logged into the portal.

Field or Control	Description
You have # new items in your worklist	Displays the number of items in the user's worklist.
Last Process Date/Time	Displays the date and time derived from the completion of the application engine process used to update the information in the portal.
Balances	Select an option to control how the balances in the Financial tab are calculated. Options include: • *Both:* Select to display sponsor, cost share budget, expenditure, encumbrance, and preencumbrance balances on the Financial tab. • *Cost Share:* Select to display only cost share financial balances on the Financial tab. • *Sponsor:* Select to display only sponsor financial balances on the Financial tab.
Include F&A (include facilities and administration)	Select to allow users to include F&A budget and expenditure totals in the Budget and Expenditure columns on the Financial tab.

Field or Control	Description
Budget Period From	Select the budget period begin date to use when calculating balances on the Financial tab.
Thru	Select the budget period end date to use when calculating balances on the Financial tab.
Bud Ref (budget reference)	The label of this field is determined by the option selected in the **Budget Group By** field on the Installation Options – Grants Portal page. For example, if you select Budget Ref as the Budget Group By, then the system displays *Bud Ref* as the field label. If you select Account as the Budget Group By, then the system displays *Account* as the field label. Depending on the field label, the system displays the field value.
Date Selection	Select one of these options: • *As of Date* and enter a specific date in the field to the right. • *Month End* and select a month in the field to the right.
Recalculate	Click to recalculate totals displayed in the grid and on the Financials tab if you change information in the **Financial Information Calculation Options** group box.
Burn Rate Indicator	Displays the burn rate indicator definitions. Burn rate indicator percentages are defined on the Burn Rate Indicator Setup page.

Demographics

Field or Control	Description
(check box)	Select and then click the **Calculate** button to update the information displayed in the **Total Amount of Selected Items** group box.
(burn rate indicator)	Displays the burn rate indicator for the project.
PC Bus Unit (project costing business unit)	Displays the Project Costing business unit for the project.
Project	Displays the project as a link. Click the link to access the Project Details Inquiry page.
Project Title	Displays the title of the project as a link. Click the link to access the Project – General page.

Field or Control	Description
Award ID	Displays the award of the project as a link. Click the link to access the Award Details Inquiry page.
Award Title	Displays the award title as a link. Click the link to access the Award Profile page.
Sponsor	Displays the sponsor for the award as a link. Click the link to access the Sponsor page.
Contact PI (contact principal investigator)	Displays the contact PI as a link. Click the link to access the Personnel Inquiry page.
Department	Displays the department of the project contact PI.
Grant Administrator	Displays the grant administrator of the project as a link. Click the link to access the Project Department Contact page

Total Amount of Selected Items

Field or Control	Description
Selected	Displays the number of projects selected on the page. To update this value, select the check box to the left of the project and click the **Update Total Amount** button.
Funded, Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance	Displays the sum of the column, which is displayed on the Financial tab, for the selected items.
Update Total Amount	Click to recalculate the values in the **Total Amount of Selected Items** group box.

Financial

Field or Control	Description
Funded	Displays the funded amount for the project. Click the amount link to access the Funding Inquiry page. This amount includes F&A regardless of whether the **Include F&A** check box is selected in the **Financial Information Calculation Options** group box.

Field or Control	Description
Budgeted	Displays the budgeted amount for the project. Click the amount link to access the Project Details Inquiry - Budgets page. The calculation for this amount depends on the values in the **Balances, Budget Period From, Thru, Date Selection,** and **Budget Group By** fields in the **Financial Information Calculation Options** group box. Note: This may differ from the budget amount displayed on the Funding Inquiry page because the criterion is different when the amount is displayed. If the **Include F&A** check box is selected, then the amounts that are included in the accounts, which are selected in the FA Accounts section of the Facilities Admin Options page, are included in the budgeted amount.
Expended	Displays the expended amount for the project. Click the amount link to access the Expenditure Details Inquiry page. The calculation for this amount depends on the values in the **Balances, Budget Period From,** and **Thru** fields in the **Financial Information Calculation Options** group box.
Encumbered	Displays the encumbered amount for the project. Click the amount link to access the Encumbrance Details Inquiry page. The calculation for this amount depends on the values in the **Balances, Budget Period From,** and **Thru** fields in the **Financial Information Calculation Options** group box. F&A is not calculated for encumbrances.
Pre Encumbered	Displays the pre-encumbered amount for the project. Click the amount link to access the Pre Encumbrances Details Inquiry page. The calculation for this amount depends on the values in the **Balances, Budget Period From,** and **Thru** fields in the **Financial Information Calculation Options** group box. F&A is not calculated for preencumbrances.

Project Detail Page

Use the Project Detail page (GM_PT_PRJ_DETAIL) to view detail information for projects.

Navigation:

Grants > **Grants Portal** > **Project Information** >**GM Portal Project Detail Info**

This example illustrates the fields and controls on the Project Detail page . You can find definitions for the fields and controls later on this page.

Field or Control	Description
Project	Select the ID of the project that you want to view. After you select the project, the project short title appears to the right of the field as a link. Click the link to access the Projects page from the Awards components within PeopleSoft Grants.
Search	Click this button after selecting a project costing business unit and a project, to display the detail information for the project.
Recalculate	Click this button after entering values in the **Financial Calculating Option** group box, to recalculate the values displayed in the **Project Detail** group box.
Award ID	Displays the award ID as a link. Click the link to access the Award Details Inquiry page.
Contact PI (contact principal investigator)	Displays the contact PI as a link.
Grant Administrator	Displays the grant administrator as a link. Click the link to access the Project Department Contact page.
Funded Amount	Displays the funded amount as a link. Click the link to access the Award Funding Inquiry page.
Award Title	Displays the award title as a link. Click the link to access the Award Profile page.

Field or Control	Description
Sponsor	Displays the sponsor as a link. Click the link to access the Sponsor page.

Project Detail - Demographics Page

Use the Project Detail - Demographics page (GM_PT_PRJ_DEMO) to view demographic information for projects.

Navigation:

Grants > **Grants Portal** > **Project Information** > **Project Detail** > **Demographics**

This example illustrates the fields and controls on the Project Detail - Demographics page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Team Member	Displays the team members for the project.
Project Role	Displays the role that the team member plays for the project.
% Effort (percent of effort)	Displays the percent of effort that the team member is assigned for the project.
% Allocation	Appears in descending order by the percent of award allocation.
Indicator	Displays the certification indicator.

Project Detail - Activities Page

Use the Project Detail - Activities page (GM_PT_PRJ_ACTIVITY) to view activities for projects.

Navigation:

Grants > **Grants Portal** > **Project Information** > **Project Detail** > **Activities**

This example illustrates the fields and controls on the Project Detail - Activities page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Activity	Displays activities in descending order as a link. Click the link to access the Project Activity - General Information page.

Project Detail - Subcontracts Page

Use the Project Detail - Subcontracts page (GM_PT_PRJ_SUBRECP) to view subcontracts for projects.

Navigation:

Grants > **Grants Portal** > **Project Information** > **Project Detail** > **Subcontracts**

This example illustrates the fields and controls on the Project Detail - Subcontracts page. You can find definitions for the fields and controls later on this page.

Project Detail - Budget Status Page

Use the Project Detail - Budget Status page (GM_PT_PRJ_BUD) to view budget status information for projects.

Navigation:

Grants > **Grants Portal** > **Project Information** > **Project Detail** > **Budget Status**

This example illustrates the fields and controls on the Project Detail - Budget Status page. You can find definitions for the fields and controls later on this page.

Use this page to view sponsor and cost share budgets for a project.

Sponsor

Field or Control	Description
Budget Item	Displays budget items for the project that fall within the budget period.
Total Direct	Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns.

Field or Control	Description
Totals	Displays the sum of Total Direct and Total FA for the column. The Total Expended, Total Encumbered, and Total Pre-Encumbered amounts link to corresponding inquiry pages.

Cost Share

Field or Control	Description
Budget Item	Displays budget items for the project that fall within the budget period
Total Direct	Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns.
Totals	Displays the sum of Total Direct and Total FA for the column. The Total Expended, Total Encumbered, and Total Pre-Encumbered amounts link to corresponding inquiry pages.

Budget Totals

Field or Control	Description
Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance	Displays the sum of sponsor budget total and the cost share budget total amounts.

Viewing Personnel Data

This topic lists common elements used in this section and discusses how to review personnel data.

Pages Used to View Personnel Data

Page Name	Definition Name	Usage
Personnel Cost Summary Page	GM_PT_PERS_SUMMARY	View personnel data.
Personnel Cost Detail Page	GM_PT_PER_INQ	View detailed costs of personnel.

Common Elements Used in This Section

Field or Control	Description
Institution & Sponsor Links	Click to access the Sponsor Websites page.
Funding Allocations	Click to access the Review Award Modifications page.
Milestone Notifications	Click to access the Milestone Notification History page.
Protocols	Click to access the Protocols page.
Award Attachment	Click to access the Contract - Attachments page.
Reports	Click to access the Administration page of the Report Manager option for Reporting Tools.

Personnel Cost Summary Page

Use the Personnel Cost Summary page (GM_PT_PERS_SUMMARY) to view personnel data.

Navigation:

Grants > **Grants Portal** > **Personnel Information** >**GM Portal Personnel Cost Sum**

This example illustrates the fields and controls on the Personnel Cost Summary page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
You have # new items in your worklist	Displays the number of items in the user's worklist.
Last Process Date/Time	Displays the date and time derived from the completion of the application engine process used to update the information in the portal.
Budget Period From	Select the budget period begin date to use when calculating balances on the Financial tab.
Thru	Select the budget period end date to use when calculating balances.
Bud Ref	The label of this field is determined by the option selected in the **Budget Group By** field on the Installation Options - Grants Portal page. For example, if you select Budget Ref as the Budget Group By, then the system displays *Bud Ref* as the field label. If you select Account as the Budget Group By, then the system displays *Account* as the field label. Depending on the field label, the system displays the field value,

Field or Control	Description
Date Selection	Select one of these values: • *As of Date* and enter a specific date in the field to the right. • *Month End* and select a month in the field to the right.
Recalculate	Click to recalculate totals displayed in the **Total Amount of Selected Items** group box if you change information in the **Financial Information Calculation Options** group box.
(check box)	Select and then click the **Recalculate** button to update the information displayed in the **Total Amount of Selected Items** group box.
Project	Displays the project as a link. Click this link to access the Personnel Costs Detail page.
Award	Displays the award as a link. Click this link to access the Personnel Costs Detail page.
Selected	Displays the number of awards selected on the page. To update this value, select the award using the check box in the left column and click the **Recalculate** button.
Total Paid	Displays the sum of the Paid Amount column.
Total Committed	Displays the sum of the Committed Amount column.
Personnel Total Costs	Displays the sum of the **Total Paid** plus the sum of the **Total Committed** fields.

Personnel Cost Detail Page

Use the Personnel Cost Detail page (GM_PT_PER_INQ) to view detailed costs of personnel.

Navigation:

Grants > **Grants Portal** > **Personnel Information** >**GM Portal Personnel Cost Dtl**

This example illustrates the fields and controls on the Personnel Cost Detail page . You can find definitions for the fields and controls later on this page.

Viewing Transaction Data

This topic discusses how to review transaction information.

Pages Used to View Transaction Data

Page Name	Definition Name	Usage
Expenditure Details Inquiry Page	GM_PT_EXP_INQ	View expenditure information.
Encumbrance Details Inquiry Page	GM_PT_ENC_INQ	View encumbrance information.
Pre Encumbrance Details Inquiry Page	GM_PT_PRN_INQ	View preencumbrance information.
Invoice and Payment Details Inquiry Page	GM_PT_INV_INQ	View invoice and payment information.

Expenditure Details Inquiry, Encumbrance Details Inquiry, Pre Encumbrance Details Inquiry, Invoice Details Inquiry, and Payment Details Inquiry Pages

Access the Expenditure Details Inquiry, Encumbrance Details Inquiry, Pre Encumbrance Details Inquiry, and Invoice and Payment Details Inquiry pages to view transactional information for a single award

or project based on a date range. The values in the **Total Summary** group box display the sum of the Amount column in the corresponding grid that appears in the Details section of the page.

To access the Expenditure Details Inquiry page, use the navigation: **Grants** >**Grants Portal** >**Transaction Inquiries** >**GM Portal Expenditure Inquiry**.

To access the Encumbrance Details Inquiry page, use the navigation: **Grants** >**Grants Portal** >**Transaction Inquiries** >**GM Portal Encumbrance Inquiry**.

To access the Pre Encumbrance Details Inquiry page, use the navigation: **Grants** >**Grants Portal** >**Transaction Inquiries** >**GM Portal Pre Encumbrance Inquiry**.

To access the Invoice and Payment Details Inquiry page, use the navigation: **Grants** >**Grants Portal** >**Transaction Inquiries** > **GM Portal Invoice & Payments**.

Chapter 15

Using the Grants WorkCenter and Dashboard

Understanding the Grants WorkCenter and Dashboard

The Grants WorkCenter is a central navigational component that is designed for the end user. The goal of the WorkCenter is to help an end user become more efficient by accessing frequently used pages and pagelets, and providing a central area for users to access key components within Financial and Supply Chain applications. They enable you to access various pages and keep multiple windows open while performing your daily tasks.

The Grants WorkCenter supports you throughout the lifecycle of a contract and enables you to access to key transactional data, notifications, exceptions, reports, and queries related to grants. In addition, the Grants WorkCenter enables you to access data from Contracts, Billing, and Receivables.

The Grants WorkCenter is delivered with sample data. It is the responsibility of the system administrator from your organization to design and create links so that users can view and access specific links, pages, and pagelets.

PeopleSoft Grants WorkCenter

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Global Technology*.

Related Links
"Understanding WorkCenters and Dashboards" (Enterprise Components)
"PeopleSoft Classic WorkCenters" (Application Fundamentals)
"Example: WorkCenter page (Classic)" (Application Fundamentals)
"Common Terms Used with the PeopleSoft Classic WorkCenter" (Application Fundamentals)
"Pagelets and Pagelet Setup, Maintenance, and Personalization" (Application Fundamentals)
"Dashboards and Pivot Grids" (Application Fundamentals)

Grants WorkCenter

This example illustrates how the Grants WorkCenter can be set up:

This example illustrates the fields and controls on the Grants WorkCenter . You can find definitions for the fields and controls later on this page.
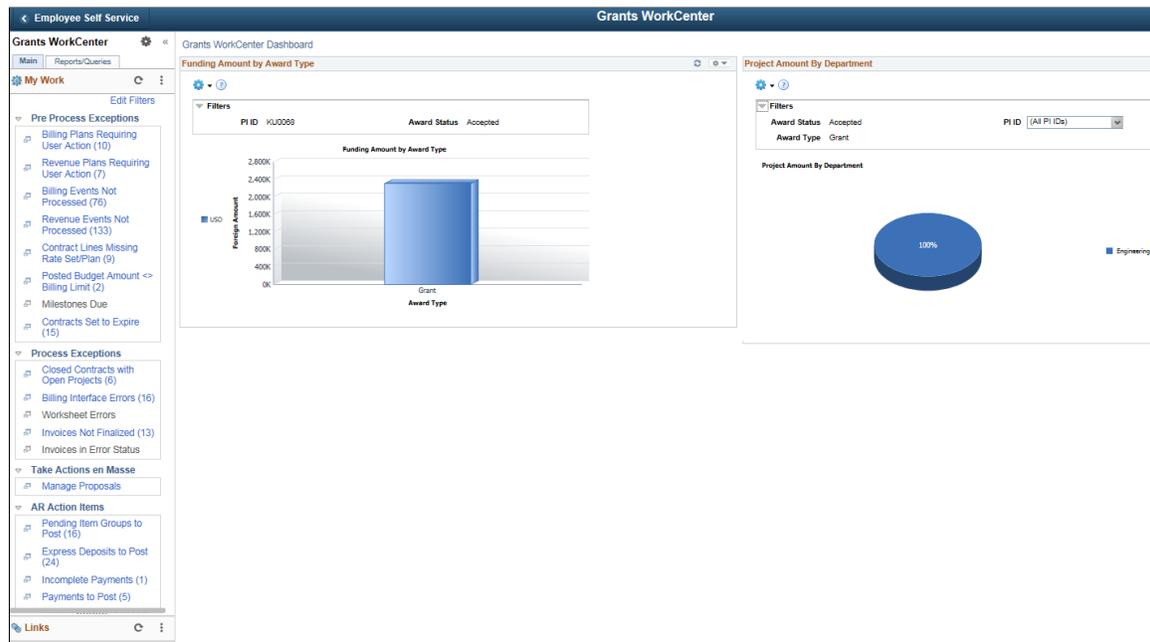
The left side of the page provides two tabs at the top and multiple links to access user-specific information.

The right side of the page has been configured as a Dashboard and displays specific pagelets that provide the user with specific information as soon as they access the WorkCenter.

For more information about the links that appear on the Main tab, My Work section, see Understanding the Grants WorkCenter – My Work Pagelet

For more information about the links that appear on the Main tab, Links section, see Understanding Grants WorkCenter - Links Pagelet

For more information about the links that appear on the Reports/Queries tab, Queries section, see Understanding the Grants WorkCenter - Queries Pagelet

For more information about the links that appear on the Reports/Queries tab, Reports/Processes section, see Understanding the Grants WorkCenter - Reports and Processes Pagelet

Related Links
"Configuring Pagelets" (Enterprise Components)
"Configuring Filter Definitions and Values" (Enterprise Components)

Understanding the Grants WorkCenter – My Work Pagelet

This page shot provides an example of how the Grants WorkCenter – My Work section can be set up:

This example illustrates the fields and controls on the Grants WorkCenter – My Work. You can find definitions for the fields and controls later on this page.

In this example, the My Work section is divided into these groupings:

- Pre Process Exceptions

- Process Exceptions

- Take Actions en Masse

- AR Action Items

- AR Exceptions

For detailed information on these exceptions, see: "Using the Contracts WorkCenter" (PeopleSoft Contracts), "Using the PeopleSoft Classic Billing WorkCenter - Dashboard" (PeopleSoft Billing), "Understanding the PeopleSoft Classic Receivables WorkCenter" (PeopleSoft Receivables) and "Understanding the PeopleSoft Fluid Receivables WorkCenter" (PeopleSoft Receivables)

Pre Process Exceptions

Pre-process exceptions display data about all active contracts. You can select required rows and perform necessary actions on the rows. This following section discusses each exception in detail.

The Pre Process Exceptions group contains these links:

- Billing Plans Requiring User Action

- Revenue Plans Requiring User Action

- Billing Events Not Processed

- Revenue Events Not Processed

- Contract Lines Missing Rate Set/Plan

- Posted Budged Amount <> Billing Limit

- Milestones Due

- Contracts Set to Expire

The Milestones Due link displays all overdue Award milestones as well as active milestones with approaching deadlines. You can configure the number of days before a deadline you want to display.

Milestones Due page

The Contracts Set to Expire link displays all expired contracts as well as active contracts approaching expiration. You can configure the number of days before expiration you want to display.

Contracts Set to Expire page

Process Exceptions

The Process Exceptions group displays closed contracts that have open projects associated with them, invoices not finalized and with errors, and billing interface and worksheet errors.

The Process Exceptions group contains these links:

- Closed Contracts with Open Projects

- Billing Interface Errors

- Worksheet Errors

- Invoices Not Finalized

- Invoices in Error Status

Take Actions en Masse

The Take Actions en Masse group allows users to process changes in the Grants Application en masse, as a single action. Manage Proposals link is part of this group.

Term	Definition
Manage Proposals	Enables users to process changes for multiple proposals as a single action. This includes submitting a proposal, generating a pre-award project and generating an award. In addition, users can easily create new proposals by copying existing proposals. User can also create new versions of a proposal and update budget details. Users can generate up to five awards or pre-award projects in a single action.

This example illustrates the fields and controls on the Manage Proposals page.

Manage Proposals							Refine Filter Criteria

Manage Proposals ⑦

1-9 of 9 ▼   ◄ ► ►| | View All

| General | Detail | Additional Information | ‖▶ |

Actions	Business Unit	Proposal ID	Version ID	Description	Proposal Status	Submit Status	Generate Status	Sponsor
☐ ▼Actions	EGV05	CON000000000259	V101	Nanotechnology appli	Draft	Not Submitted	Not Generated	Department of Health & Human Services
☐ ▼Actions	EGV05	CON000000000260	V101	Nanotechnology appli	Draft	Not Submitted	Not Generated	Department of Health & Human Services
☐ ▼Actions	EGV05	CON000000000261	V101	Nanotechnology appli	Draft	Not Submitted	Not Generated	Department of Health & Human Services
☐ ▼Actions	EGV05	CON000000000262	V101	Nanotechnology appli	Draft	Not Submitted	Not Generated	Department of Health & Human Services
☐ ▼Actions	EGV05	CON000000000263	V101	Nanotechnology appli	Draft	Not Submitted	Not Generated	Department of Health & Human Services
☐ ▼Actions	EGV05	CON000000000264	V101	Nanotechnology appli	Submitted	Submitted	Not Generated	Department of Health & Human Services

AR Action Items

The AR Action Items group contains these links:

- Pending Item Groups to Post

- Express Deposits to Post

- Incomplete Payments

- Payments to Post

- Maintenance Worksheets to Post

AR Exceptions

The AR Exceptions group contains these links:

- Deposit Balancing Errors

- Direct Journal Accounting Entry Errors

- Direct Journal Budget Exceptions

- Posting Errors

Understanding Grants WorkCenter - Links Pagelet

This page shot provides an example of how the Grants WorkCenter – Links section can be set up:

Grants WorkCenter - Links

The Links pagelet provides access to internal links and external links.

To set up the WorkCenter Links pagelet as a system administrator, see"Configure Pagelets - Links Page" (Enterprise Components).

To use and personalize the WorkCenter Links pagelet as an end user, see "Working With and Personalizing the Classic Links Pagelet As an End User" (Application Fundamentals).

Understanding the Grants WorkCenter - Queries Pagelet

This page shot provides an example of how the Grants WorkCenter – Queries section can be set up:

Grants WorkCenter - Queries

The Queries pagelet provides access to public queries, private queries, and Pivot Grids.

To set up the WorkCenter Queries pagelet as a system administrator, see "Configure Pagelets – Queries Page" (Enterprise Components).

To use and personalize the WorkCenter Queries pagelet as an end user, see "Working With and Personalizing the Classic Queries Pagelet As an End User" (Application Fundamentals).

Understanding the Grants WorkCenter - Reports and Processes Pagelet

This page shot provides an example of how the Grants WorkCenter – Reports and Processes section can be set up:

Grants WorkCenter - Reports and Processes
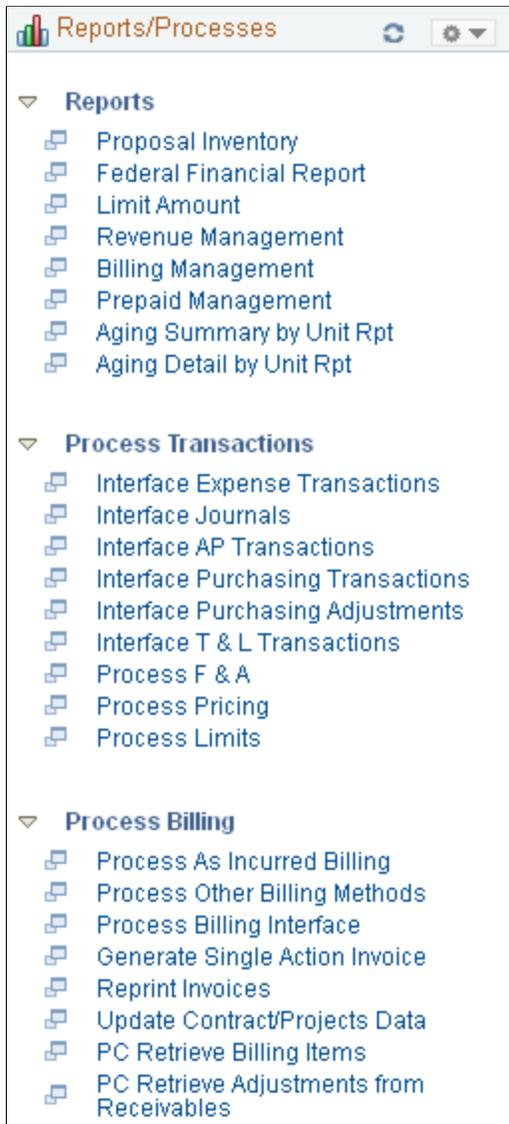
The Reports/Processes pagelet provides access to system defined reports and processes for which you have access.

To set up the WorkCenter Reports/Processes pagelet as a system administrator, see "Configure Pagelets – Reports/Processes Page" (Enterprise Components).

To use and personalize the WorkCenter Queries pagelet as an end user, see "Working With and Personalizing the Classic Reports and Processes Pagelet As an End User" (Application Fundamentals).

Chapter 16

Preparing a Proposal and Award for Cost Sharing

Proposal and Award Preparation for Cost Sharing

Cost sharing represents the portion of the research that is being funded by the recipient of the award rather than the sponsor. For example, an institution may decide to contribute funds or resources to support a project in addition to the amount 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** >**Setup Grants F&A Options** See Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options.
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. PeopleSoft delivers sample data for the cost sharing analysis types that you are most likely to use. See Installation Options - Grants Page.	**Set Up Financials/Supply Chain** > **Install** > **Installation Options** > **Grants** See Installation Options - Grants Page.

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 Establishing Proposals.
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 Proposal Budget Detail** See Establishing Proposal Budgets.
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 Establishing Proposal Budgets.
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 Submitting Proposals.
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 Generating Awards.

Prepare an Award for Cost Sharing

Complete these steps to prepare an award for cost sharing:

Step	*Purpose*	*Navigation*
Update the award profile.	Provides award notification and award details that the system uses to process and manage award transactions.	**Grants** > **Awards** > **Award Profile** See Establishing Award Profiles.
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 Establishing Project Budgets.

Step	Purpose	Navigation
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 Establishing Project Budgets.

Your award is now ready to receive transactions.

Chapter 17

Booking and Managing 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 contract asset and revenue account codes.	Tells the system where to store contract asset information.	**Set Up Financials/Supply Chain** > **Common Definitions** > **Distribution Accounting** > **Distribution Code** See "Establishing Distribution Rules and Sets" (Application Fundamentals).
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 "Setting Up Interunit and Intraunit Processing" (Application Fundamentals).

Step	Purpose	Navigation
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 "Setting Up Interunit and Intraunit Processing" (Application Fundamentals).
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 "Understanding General Ledger Business Units and Options" (PeopleSoft General Ledger).
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 "Understanding General Ledger Journal Entries" (PeopleSoft General Ledger).

The Inter/IntraUnit processor automatically creates balanced accounting entries when the entries are out of balance at the business unit level or at a lower level ChartField (like Fund or DeptID).

PeopleSoft Grants (Facilities and Administration)

To tell the system how to process F&A transactions, perform these steps:

Step	Purpose	Navigation
Define F&A options	Sets the default values that the system uses when creating F&A entries, which are then sent to PeopleSoft General Ledger.	**Set Up Financials/Supply Chain** > **Business Unit Related** > **Grants** >**Setup Grants F&A Options** See Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options.

Step	Purpose	Navigation
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** > **Setup Grants F&A Options** > **Facilities Admin Offsets** See Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options.

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** >**Setup PC Accounting Rules** See "Defining Accounting Rules" (PeopleSoft Project Costing).

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 Establishing Proposals.
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 Generating Awards.
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 Establishing Award Profiles.

Step	Purpose	Navigation
Establish a project profile.	Provides information at the project level about how the system should process transactions for the particular award.	**Grants** > **Awards** >**Establish Project General Info** See Establishing Project Profiles.
Establish project activities.	Provides information at the activity level about how the system should process transactions for the particular award.	**Grants** > **Awards** >**Update Project Activity** See Establishing Project Activities.

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 "Defining Contract Billing Options" (PeopleSoft Contracts).
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 "Understanding Contracts" (PeopleSoft 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 "Defining Contract Lines" (PeopleSoft Contracts).

Application Engine Processes

To book revenue entries to PeopleSoft General Ledger, run these processes:

Step	Purpose	Navigation
Run the PeopleSoft Grants F&A process.	Writes revenue accounting entries for sponsor F&A transactions to the CA_ACCTG_LN_PC table.	**Grants** > **Awards** > **Process Facilities Admin** See Processing Facilities and Administration Costs and Adjustments.
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 "Understanding Revenue Plan Processing" (PeopleSoft Contracts).
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 Jrnl from Subsystem** See "Understanding Journal Processing" (PeopleSoft General Ledger).
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 "Understanding Revenue Plan Processing" (PeopleSoft Contracts).

Chapter 18

Applying Transactions to PeopleSoft Grants

How Transactions Are Created and Applied to PeopleSoft Grants Awards

You can create and apply transactions that are related to PeopleSoft Grants awards in two ways:

- By creating transactions in feeder systems and then using the Project Costing Integration process to price them and apply them to the award.

- By creating transactions directly in PeopleSoft Project Costing using the Add Transactions page.

These applications integrate with PeopleSoft Grants for the Project Costing Integration process:

- PeopleSoft General Ledger

- PeopleSoft Inventory

- PeopleSoft Payables

- PeopleSoft Purchasing

- PeopleSoft Expenses

- PeopleSoft Time and Labor

Typically, you would create transactions in one of the PeopleSoft feeder systems and then bring the transactions into PeopleSoft Grants through the Project Costing Integration process. The integration process calls the pricing engine, which in turn refers to the rate set to price the transactions and assign a target analysis type (usually BIL) to the incoming rows. These transaction rows are then stored in the Project Resource table (PROJ_RESOURCE) until they are processed through to PeopleSoft Billing and PeopleSoft General Ledger

Some examples of transactions that are created in feeder systems include:

- Requisitions from PeopleSoft Purchasing.

- Purchase orders that are created in PeopleSoft Purchasing and processed through PeopleSoft Payables.

- Vouchers that are created in PeopleSoft Payables.

- Time and expense information that is created in PeopleSoft Expenses.

- Journal entries from PeopleSoft General Ledger.

- Payroll entries from PeopleSoft Time and Labor.

After you process the transactions, you can view them by navigating to the Project Transactions page for your specific project and activity

Example: Bringing Vouchers into PeopleSoft Grants

The system brings vouchers into PeopleSoft Project Costing as actual costs and assigns them an analysis type of ACT. This table lists the major steps in creating a voucher and applying it to PeopleSoft Project Costing:

Step	*Navigation*
Create a voucher in PeopleSoft Payables.	**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry** > **Invoice Information**
Post the voucher.	**Accounts Payable** > **Batch Processes** > **Vouchers** > **Voucher Posting** > **Voucher Posting Request**
Run the Project Costing Integration Process (AP_PC_TO_PC) to bring the voucher into PeopleSoft Project Costing.	**Project Costing** > **Cost Collection** >**Cost Collect Payables**
Verify that the system applied the transaction to the PeopleSoft Grants project.	**Project Costing** > **Project Definitions** >**Define Project General Info**

To process transactions from other PeopleSoft feeder systems, refer to the appropriate documentation.

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

Chapter 19

Delivered Workflows for PeopleSoft Grants

Delivered Workflows for PeopleSoft Grants

This topic discusses PeopleSoft Grants workflows. The workflows are listed alphabetically by workflow name.

Milestone Due Notification

This topic discusses the Milestone Due Notification workflow. The workflow sends reminder email notifications to a group of roles prior to the milestone due date.

Description

Information Type	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

Information Type	Description
Approval Rule Set	None
Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Activity for Milestone Notification: GM_MILE_NOTI_DUE1
Role	None

Proposal Component Approval Process

This topic discusses the Proposal Component Approval Process workflow. The workflow generates worklist and notification that requests the approval or review of a proposal.

Description

Information Type	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

Information Type	Description
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 topic discusses the Proposal Notification workflow. The workflow send informational email notifications to a group of roles when the proposal status changes.

Description

Information Type	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

Information Type	Description
Approval Rule Set	None.
Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Activity: GM_PROPOSAL_NOTI
Role	None.

Chapter 20

PeopleSoft Grants Reports and Forms

PeopleSoft Grants Reports and Forms: A to Z

This topic discusses these the PeopleSoft Grants reports and forms:

* Other Federal forms

* Administrative reports

* Billing forms

Note: For samples of these reports and forms, see the Portable Document Format (PDF) files that are published with your online documentation.

Related Links
Printing Proposals
"Application Fundamentals Reports: General Description" (Application Fundamentals)

Other Federal Forms

Report ID and Report Name	Description	Run Control Page
PHS 398 Federal Form – PHS 398	Provides information for the Federal Grant Application.	GM_PROP_PRINT_REQ
PHS 2590 Federal Form – PHS 2590	Provides information for the Federal Non-Competing Grant Progress Report or the Continuation Proposal	GM_PROP_PRINT_REQ

Administrative Reports

Report ID and Report Name	Description	Run Control Page
GMPER034 Bio sketch	Includes the name, address, education, professional experience, and language proficiency of the investigators on the proposal.	RUN_GM_PERS_BIO

Report ID and Report Name	Description	Run Control Page
GMPER035 Current and Pending Support	Provides an overall summary of the total commitments for a particular investigator.	RUN_GM_PERS_BIO
SF–425 Federal Financial Report	Provides information that federal agencies require regarding the cash management and financial status of single and multiple awards.	RUN_GM_FFR

PeopleSoft Billing Forms

Report ID and Report Name	Description	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.	RUN_BI_PRNTIVC
SF-1035 Public Voucher for Purchases and Services Other Than Personal - Continuation	Provides a continuation sheet on SF-1034. It includes invoice header and expense line detail information that the expense account tree defines.	RUN_BI_PRNTIVC
SF-270 Request for Advance or Reimbursement	Provides an invoice summary page that includes invoice header information.	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.	RUN_BI_PRNTIVC
GMIVCPN Invoice Print Summary	Generates the invoices that are described previously plus optional cost-sharing and salary-detail (BIGSALDL) reports.	RUN_BI_PRNTIVC
BIGSALDL Salary Detail	Provides the salary detail that is associated with the invoices that the system creates.	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.	BI_LOC_SUMMARY