




**grantmaintbody1**



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|-----------------|---|
| <b>Year</b>     | Type a four-digit grant year.   |
| <b>Grant ID</b> | <p>Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click  to select a grant ID from the <a href="#">Grant IDs lookup</a> or press the Spacebar to view a list of grant IDs.</p> <p>The grant ID autosuggest list and the Grant IDs lookup is based on the <b>Year</b> field. For example, if you type 2020 in the <b>Year</b> field and tab to the <b>Grant ID</b> field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.</p> |

Click **Retrieve**. The grant record is displayed.

If the grant information is not known, click [Directory](#) to perform a search of all active grants.

**Note:** If only the original transaction (first entry) exists, the **Member** (county district) and **Grant Type** fields can be edited. Once reimbursements and budget amendments are applied for a grant ID/Year, the **Member** (county district) and **Grant Type** fields can no longer be edited.