grantmaintbody

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❑ Click **Add** to add a grant. At the top of the page, indicate the **Year** and **Grant ID** for the newly added grant:

Year	Type a four-digit grant year. The grant year and ID must be a unique pair.
Grant ID	Type a grant ID. Dashes are allowed. This field can be a maximum of 20-alphanumeric characters. Or, click ⋮ to select an existing grant ID from the Grant IDs lookup. The grant year and ID must be a unique pair.

❑ Under **Grant Maintenance**:

For new grant IDs, enter the same year and grant ID as entered above.

Year	Type the four-digit grant year. The grant year and ID must be a unique pair.
Grant ID	Type a grant ID. Dashes are allowed. This field can be a maximum of 20-alphanumeric characters. Or, click ⋮ to select an existing grant ID from the Grant IDs lookup. The grant year and ID must be a unique pair.
Member	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click ⋮ to select a member from the Member lookup or press the SPACEBAR to view a list of members. When creating a new record, only members that exist on the Grants and Projects > Tables > SSA Members > Member Information tab can be selected.
Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the SPACEBAR to view a list of grant types. When creating a new record, only grant types that exist on the Grants and Projects > Tables > SSA Grants > Grant Types tab can be selected.
Status	Click ⌄ to select a status (*Active*, *Closed*, or *Canceled*) for the grant.
Expense Account	Type the account number to be charged for any reimbursements processed for the grant ID. Or, in each of the account code fields, click ⋮ to select an account code component from the corresponding lookup. The selected account code component is populated in the corresponding field. The selected account code must exist in Finance file ID C. Student Activity Funds are not allowed.

❑ Under **Dates**:

Begin Date	Type the grant begin date in the MM-DD-YYYY format. Or, select a date from the calendar.
End Date	Type the grant end date in the MM-DD-YYYY format. Or, select a date from the calendar.

❑ Under **Reserve**:

Reserved Percent	Type the reserved percentage amount. Valid values are 0-100.
Reserved Amount	Type the reserved amount. This amount cannot be greater than 999,999,999.99.

☐ Under **Final Report**:

Due Date	Type the final reporting due date for the grant. This date must be after the grant **End Date**.
Processed Indicator	This check box is display only and is automatically updated after the final transaction is submitted for a **Year** and **Grant ID**.

The following information only displays for existing records:

☐ Under **Summary**:

Total Award	The original amount of the award plus or minus any revisions that have been approved (posted) is displayed.
Reimbursements	The reimbursement amounts that have been paid are displayed.
Pending Reimbursements	The reimbursement amounts that have been approved but not paid are displayed.
Eligible Remaining	The eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**) is displayed.
Matching Funds	The total amount of matching funds is displayed.