




**objectmaintbody1**



# Table of Contents

**objectmaintbody1** ..... i



Field	Description
<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 list in the autosuggest 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.</p>

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

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

#### Notes:

- If you retrieved an existing record, only the **Over Expend %** field can be edited. All other fields are display-only.
- If you are adding a new record, only the **Total Award** and **Over Expend %** fields can be edited. All other fields are display-only.

The **Year**, **Grant ID**, and **Member** fields are populated for the selected **Grant ID**. Or, if adding a new record, only the **Year** field is populated.