



Set up grant types

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Set up a list of grant types and descriptions that can be used to facilitate the appropriate workflows and member notifications for each grant. Grant types are tied to a **Grant ID** and **Member** on the Grant Maintenance page. Grant types cannot be changed once they are in use; however, grant descriptions can be changed at any time.

Additionally, you can use the grant amounts spyglass feature to maintain annual budget amounts for multi-year grant types.

Grant Type	Description	Grant Amount	Status
GRNT	Grant Type		Active
INACT	INACTIVE		Active

Click **+Add** to add a row.

Grant Type	Type a unique user-defined grant type. This field can be a maximum of ten alphanumeric characters.
Description	Type a user-defined grant type description. This field can be a maximum of 40 alphanumeric characters.

Grant Amount	<p>Click  to display the Grant Amounts pop-up window. The Grant Amounts pop-up window allows you to maintain annual budget amounts for each year associated with the selected multi-year grant type.</p>
	<p>The selected Grant Type is displayed at the top of the pop-up window. You can add new years and budget amounts, or edit existing amounts as needed.</p>
	<p>Note: Future functionality will use this information to prevent the disbursement of reimbursements over the allotted annual budget amount. However, at this time, it is for informational purposes only.</p>
	<p><input type="checkbox"/> Click +Add to add a new row.</p>
Year	Type a four-digit grant year.
Amount	Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.
	<p><input type="checkbox"/> Click OK to accept the changes and close the pop-up window. Otherwise, click X or Cancel to return to the Grant Types tab without making changes to the grant amounts.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click OK to close the pop-up window and return to the Grant Types tab.</p> <p>Click Save to delete the rows marked for deletion.</p>
Status	Click  to select the grant type status (<i>A - Active</i> or <i>I - Inactive</i>).

Click **Save**.