



Set up grant types

Table of Contents

Set up grant types i

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[Grants and Projects > Tables > SSA Grants > Grant Types](#)






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.

The screenshot displays the 'Grant Types' table within the 'Tables > SSA Grants' section. At the top, there is a 'Save' button. Below it, tabs for 'GRANT TYPES' and 'PAYMENT DATES' are visible. A 'Start At:' input field and a 'Retrieve' button are located below the tabs. The table itself has columns for 'Delete', 'Grant Type', 'Description', 'Grant Amount', and 'Status'. Two rows are shown: one with 'GRNT' as the grant type and 'Grant Type' as the description, and another with 'INACT' as the grant type and 'INACTIVE' as the description. Both rows have a status of 'Active'. At the bottom of the table, there are navigation buttons: 'First', '1: GRNT - INACT', and 'Last'. An 'Add' button is located at the bottom right of the table area.

☐ 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> <table border="1" data-bbox="336 488 1477 607"> <tr> <td data-bbox="336 488 459 533">Year</td><td data-bbox="464 488 1477 533">Type a four-digit grant year.</td></tr> <tr> <td data-bbox="336 533 459 607">Amount</td><td data-bbox="464 533 1477 607">Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.</td></tr> </table> <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> <table border="1" data-bbox="336 725 1477 943"> <tr> <td data-bbox="336 725 379 801"></td><td data-bbox="384 725 1477 801">Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</td></tr> <tr> <td data-bbox="336 801 379 878"></td><td data-bbox="384 801 1477 878">Click OK to close the pop-up window and return to the Grant Types tab.</td></tr> <tr> <td data-bbox="336 878 379 943"></td><td data-bbox="384 878 1477 943">Click Save to delete the rows marked for deletion.</td></tr> </table>	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.		Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.		Click OK to close the pop-up window and return to the Grant Types tab.		Click Save to delete the rows marked for deletion.
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	Click OK to close the pop-up window and return to the Grant Types tab.										
	Click Save to delete the rows marked for deletion.										
Status	Click  to select the grant type status (<i>A - Active</i> or <i>I - Inactive</i>).										

☐ Click **Save**.