

Grant/Project Profile - GRT2110

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This page is used to define grant codes that can be tracked in the Grants and Projects application.

Retrieve a record:

Field	Description
Grant/Project Code	Type a grant/project code, or click ⋮ to select a code from the Grant and Project Codes lookup.
Description	The grant/project code description is displayed.

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

Add a record:

❑ Click **Add** to clear the fields on the page and add a new record.

Grant/Project Code	Type a ten-character alphanumeric grant/project code. This field is required.
Description	Type a description for the code. This field is required.
Status	Click ⌄ to select the grant/project code status (*A - Active* or *I - Inactive*).
NOGA/Project Nbr	Type the Notice of Grant Award (NOGA) or project number. This field is optional.
CFDA Nbr	Type the Catalog of Federal Domestic Assistance (CFDA) number that was assigned to the grant when awarded by the Federal government. This field is optional.
Begin Date	Type the beginning date of the grant. Or, select a date from the calendar. This field is optional.
End Date	Type the ending date of the grant. Or, select a date from the calendar. This field is optional.

In the grid:

❑ Click **+Add** to add a row.

GL File ID	Select the one-character file ID. **Note**: Duplicate account entries are allowed for different file IDs.
Account Code	Type the account code associated with the grant. 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.
Description	The account description is displayed.

❑ Click **Save**.

Other functions and features:

Delete	Click to delete the grant/project code that is retrieved on the page. A message displays prompting you to confirm the deletion. Click **OK** to delete the record. Otherwise, click **Cancel** to return to the Grants and Projects page without deleting the record.