



## Grant List



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## MemberPortal > Grant List




This page is used to view the details related to your assigned member grants. You can view a list of outstanding budget revision and reimbursement requests. Additionally, depending on your access, you can create new budget revision and reimbursement requests. Your fiscal agent is responsible for assigning your member information, grant type(s), and level of accessibility.

### Retrieve grant list:





Use the following fields to filter the grant list by status and/or year.

Field	Description
<b>Grant Status</b>	Click  to select a grant status ( <i>Active, Closed, Canceled, All Statuses</i> )
<b>Year</b>	Type a four-digit grant year.

Click **Retrieve**. A list of grants for the specified status and/or year is displayed under **Grant Status**. Otherwise, a list of grants for all statuses to which you have access is displayed with the following details:

<b>Detail</b>	Click  to view the corresponding details for the grant and any documents attached to the transaction.
<b>Year</b>	The four-digit grant year is displayed.
<b>Grant Type/ID</b>	The grant type, description, and ID is displayed.
<b>Total Award</b>	The original amount of the award plus or minus any amendments for each object class that have been approved (posted) is displayed.
	Click to open the Budget Revision Request page for the selected grant. This icon only displays if you have access to enter, save, and submit budget revision requests.
<b>Eligible Remaining</b>	The eligible remaining amount of the award (Total Award - Reimbursements and Pending Reimbursements = Eligible Remaining) is displayed.
	Click to open the Reimbursement Request page for the selected grant. This icon only displays if you have access to enter, save, and submit reimbursement requests.
<b>Pending Approval</b>	The total amount pending approval (Reimbursement Requests with a submitted status) is displayed.
<b>Begin Date End Date</b>	The grant begin and end date is displayed in the MM-DD-YYYY format.
<b>Approval Cutoff Next Pay Date</b>	The grant approval cutoff date and next payment date is displayed in the MM-DD-YYYY format.

Under **Available to Submit**, a list of requests available for submission is displayed.

<b>Detail</b>	Click  to view the corresponding details for the request. A pop-window of the grant request details is displayed. Within the pop-up window, click  again to view the transaction details. Depending on the transaction type, either the <a href="#">Budget Revision Request</a> or the <a href="#">Reimbursement Request</a> pop-up window opens.
<b>Doc</b>	If documents exist for the transaction, a paperclip icon is displayed. Click the paperclip icon to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
<b>Date</b>	The request date is displayed.
<b>Year</b>	The four-digit grant year is displayed.
<b>Grant Type/ID</b>	The grant type, description, and ID is displayed.
<b>Request Type</b>	The request type is displayed.
<b>Status</b>	The request status is displayed. Requests will either be in a <i>Returned</i> or <i>Saved</i> status.
<b>Budget Amount</b>	The total amount of all object class budget amounts for the request is displayed.
<b>Reimbursement Amount</b>	The total amount of all object class reimbursement amounts for the request is displayed.
<b>Doc</b>	If documents exist for the transaction,  is displayed. Click  to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
<b>Date</b>	The transaction date is displayed.
<b>Type</b>	Displays the transaction type. <ul style="list-style-type: none"> <li>• <i>Budget Adjustment</i> - Budget Adjustment Request</li> <li>• <i>Budget Revision</i> - Budget Revision Request</li> <li>• <i>Original</i> - Original Budget</li> <li>• <i>Periodic</i> - Reimbursement Request</li> <li>• <i>Final</i> - Final Request</li> </ul>
<b>Status</b>	Displays the transaction status. <ul style="list-style-type: none"> <li>• <i>Canceled</i> - The transaction was canceled (reversed or voided).</li> <li>• <i>Paid</i> - The reimbursement transaction completed the approval process and is approved and paid.</li> <li>• <i>Pending</i> - The reimbursement transaction completed the approval process and is approved but pending payment.</li> <li>• <i>Posted</i> - The budget amendment transaction completed the approval process and is approved.</li> <li>• <i>Returned</i> - The transaction was returned back to the originator for review during the approval process.</li> <li>• <i>Saved</i> - The transaction was saved but not submitted for approval.</li> <li>• <i>Submitted</i> - The transaction was submitted for approval.</li> </ul>
<b>Budget Amount</b>	The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00.
<b>Reimbursement Amount</b>	The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00.
<b>Payment Date</b>	The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank.



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