



## Grant List



# Table of Contents

**Grant List** ..... 1



# Grant List


## 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. If you only have access to enter and save requests, you can only update requests that you created.

### 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>	<p>Click  to open a pop-up window with the corresponding grant details and transactions.</p> <p>Within the details pop-up window, click  again to view the transaction details. Depending on the transaction type, either the Budget Revision Request or the Reimbursement Request pop-up window opens with the request details.</p> <p>Click <b>Cancel</b> or X to close the pop-up window.</p>
<b>Year</b>	Displays the four-digit grant year.
<b>Grant Type/ID</b>	Displays the grant type, description, and ID.
<b>Total Award</b>	Displays the original amount of the award plus or minus any amendments for each object class that have been approved (posted).
	Click to open the <a href="#">Budget Revision Request</a> 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 <a href="#">Reimbursement Request</a> 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. If you have access to submit a request, you can click  to view, edit and submit the request.

<b>Detail</b>	Click  to open a pop-up window with the corresponding request 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>	Displays the request date.
<b>Year</b>	Displays the four-digit grant year.
<b>Grant Type/ID</b>	Displays the grant type, description, and ID.
<b>Request Type</b>	Displays the request type.
<b>Status</b>	Displays the request status. Requests will either be in a <i>Returned</i> or <i>Saved</i> status.
<b>Budget Amount</b>	Displays the total amount of all object class budget amounts for the request.
<b>Reimbursement Amount</b>	Displays the total amount of all object class reimbursement amounts for the request.



## Back Cover