




grantmaintbody1

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Field	Description
Year	Type a four-digit grant year.
Grant ID	<p>Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click  to select a grant ID from the Grant IDs lookup or press the Spacebar to view a list of grant IDs.</p> <p>The grant ID autosuggest list and the Grant IDs lookup is based on the Year field. For example, if you type 2020 in the Year field and tab to the Grant ID field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.</p>

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

If the grant information is not known, click [Directory](#) to perform a search of all active grants.

Note: If only the original transaction (first entry) exists, the **Member** (county district) and **Grant Type** fields can be edited. Once reimbursements and budget amendments are applied for a grant ID/Year, the **Member** (county district) and **Grant Type** fields can no longer be edited.



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