



# grantmaintbody




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### Add a new grant record:

Click **Add** to add a grant record. You have the option to select an existing year and grant ID for the new grant record using the **Year** and **Grant ID** fields at the top of the page. Or, you can type a new year and grant ID in the **Year** and **Grant ID** fields below the Grant Maintenance tab title. If adding a new grant ID, you must enter the same year and grant ID in the **Year** and **Grant ID** fields at the top of the page and under the Grant Maintenance tab.

<b>Year</b>	Type a four-digit grant year. The grant year and ID must be a unique pair.
<b>Grant ID</b>	Type a grant ID. Dashes are allowed. This field can be a maximum of 20-alphanumeric characters. Or, click  to select an existing grant ID from the <a href="#">Grant IDs lookup</a> . The grant year and ID must be a unique pair.



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