




objectmaintbody1

Table of Contents

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 list in the autosuggest 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.</p>

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

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

Notes:

- If you retrieved an existing record, only the **Over Expend %** field can be edited. All other fields are display-only.
- If you are adding a new record, only the **Total Award** and **Over Expend %** fields can be edited. All other fields are display-only.

The **Year**, **Grant ID**, and **Member** fields are populated for the selected **Grant ID**. Or, if adding a new record, only the **Year** field is populated.



Back Cover