

Set up grant types

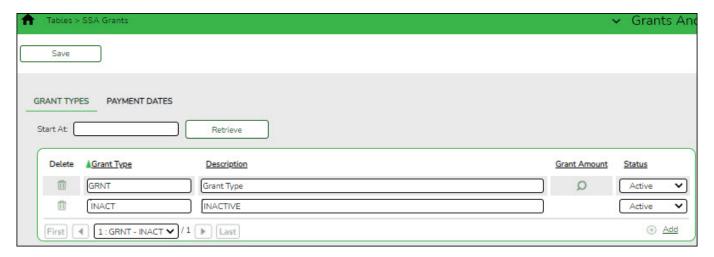
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Grants and Projects > Tables > SSA Grants > Grant Types

Set up a list of grant types and descriptions that can be used to facilitate the appropriate workflows and member notifications for each grant. Grant types are tied to a **Grant ID** and **Member** on the Grant Maintenance page. Grant types cannot be changed once they are in use; however, grant descriptions can be changed at any time.

Additionally, you can use the grant amounts spyglass feature to maintain annual budget amounts for multi-year grant types.



☐ Click **+Add** to add a row.

Grant Type	Type a unique user-defined grant type. This field can be a maximum of ten alphanumeric characters.	
Description	Type a user-defined grant type description. This field can be a maximum of 40 alphanumeric characters.	

Grant Amount	Click O to display the Grant Amounts pop-up window. The Grant Amounts pop-up window allows you to maintain annual budget amounts for each year associated with the selected multi-year grant type. The selected Grant Type is displayed at the top of the pop-up window. You can add new years and budget amounts, or edit existing amounts as needed. Note: Future functionality will use this information to prevent the disbursement of reimbursements over the allotted annual budget amount. However, at this time, it is for informational purposes only. Click +Add to add a new row.		
	Year	Type a four-digit grant year.	
	Amount	Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.	
	☐ Click OK to accept the changes and close the pop-up window. Otherwise, click X or Cancel to return to the Grant Types tab without making changes to the grant amounts. ☐ Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.		
	Click (DK to close the pop-up window and return to the Grant Types tab.	
	Click	Save to delete the rows marked for deletion.	
Status	Click 🗡 t	o select the grant type status (A - Active or I - Inactive).	

☐ Click **Save**.



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