Set up grant types

Table of Contents

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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 🔍 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.
	<table><tr><td>**Year**</td><td>Type a four-digit grant year.</td></tr><tr><td>**Amount**</td><td>Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.</td></tr></table>
	❏ 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.
	<table><tr><td>🗑</td><td>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **OK** to close the pop-up window and return to the Grant Types tab. Click **Save** to delete the rows marked for deletion.</td></tr></table>
Status	Click ⌄ to select the grant type status (*A - Active* or *I - Inactive*).

❏ Click **Save**.

Back Cover