



## Set up grant types



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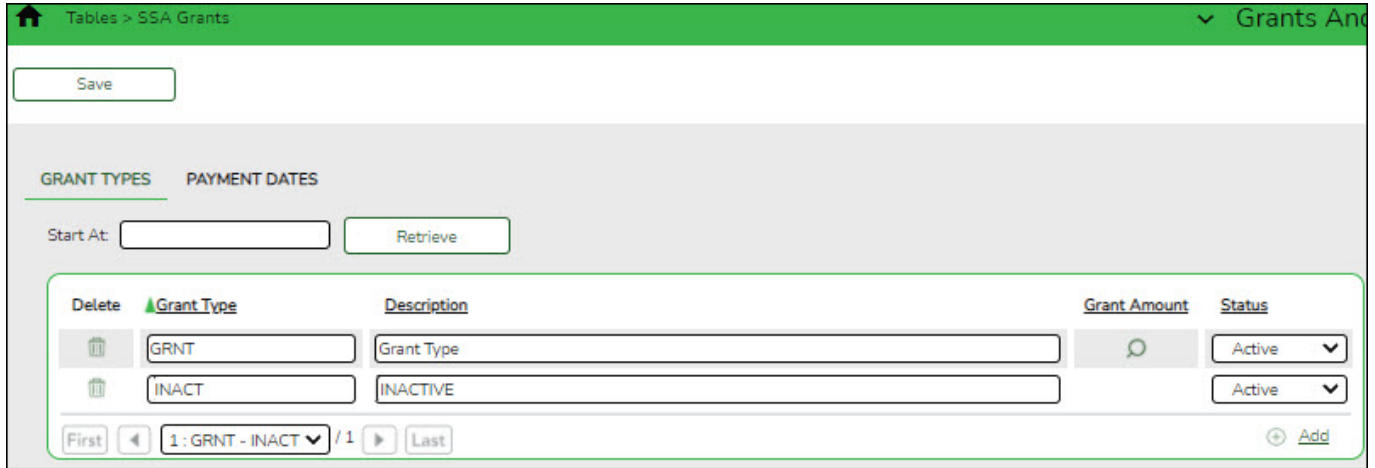


## Set up grant types

[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.

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

<p><b>Grant Amount</b></p>	<p>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.</p> <p>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.</p> <p><b>Note:</b> 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.</p> <p><input type="checkbox"/> Click <b>+Add</b> to add a new row.</p> <table border="1" data-bbox="336 483 1474 607"> <tr> <td data-bbox="336 483 459 528"><b>Year</b></td> <td data-bbox="459 483 1474 528">Type a four-digit grant year.</td> </tr> <tr> <td data-bbox="336 528 459 607"><b>Amount</b></td> <td data-bbox="459 528 1474 607">Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.</td> </tr> </table> <p><input type="checkbox"/> Click <b>OK</b> to accept the changes and close the pop-up window. Otherwise, click X or <b>Cancel</b> to return to the Grant Types tab without making changes to the grant amounts.</p> <table border="1" data-bbox="336 725 1474 943"> <tr> <td data-bbox="336 725 376 770"></td> <td data-bbox="376 725 1474 770">Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</td> </tr> <tr> <td colspan="2" data-bbox="376 831 1474 875">Click <b>OK</b> to close the pop-up window and return to the Grant Types tab.</td> </tr> <tr> <td colspan="2" data-bbox="376 904 1474 943">Click <b>Save</b> to delete the rows marked for deletion.</td> </tr> </table>	<b>Year</b>	Type a four-digit grant year.	<b>Amount</b>	Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.		Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.	Click <b>OK</b> to close the pop-up window and return to the Grant Types tab.		Click <b>Save</b> to delete the rows marked for deletion.	
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<p><b>Status</b></p>	<p>Click  to select the grant type status (<i>A - Active</i> or <i>I - Inactive</i>).</p>										

Click **Save**.



## Back Cover