



## **grantandprojectcodes**



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# Grants and Projects Table

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This page is used to define grant codes that can be tracked in the Grants and Projects application.


### Retrieve a record:

Field	Description
<b>Grant/Project Code</b>	Type a grant/project code, or click  to select a code from the <a href="#">Grant and Project Codes lookup</a> .
<b>Description</b>	The grant/project code description is displayed.

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


### Add a record:

☐ Click **Add** to clear the fields on the page and add a new record.

<b>Grant/Project Code</b>	Type a ten-character alphanumeric grant/project code. This field is required.
<b>Description</b>	Type a description for the code. This field is required.
<b>Status</b>	Click  to select the grant/project code status ( <i>A - Active</i> or <i>I - Inactive</i> ).
<b>NOGA/Project Nbr</b>	Type the Notice of Grant Award (NOGA) or project number. This field is optional.
<b>CFDA Nbr</b>	Type the Catalog of Federal Domestic Assistance (CFDA) number that was assigned to the grant when awarded by the Federal government. This field is optional.
<b>Begin Date</b>	Type the beginning date of the grant. Or, select a date from the calendar. This field is optional.
<b>End Date</b>	Type the ending date of the grant. Or, select a date from the calendar. This field is optional.

In the grid:

☐ Click **+Add** to add a row.

<b>GL File ID</b>	Select the one-character file ID.  <b>Note:</b> Duplicate account entries are allowed for different file IDs.
<b>Account Code</b>	Type the account code associated with the grant. Or, in each of the account code fields, click  to select an account code component from the corresponding lookup. The selected account code component is populated in the corresponding field.
<b>Description</b>	The account description is displayed.

☐ Click **Save**.

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**Other functions and features:**

<b>Delete</b>	<p>Click to delete the grant/project code that is retrieved on the page. A message is displayed asking you to confirm the deletion.</p> <p>Click <b>OK</b> to delete the record. Otherwise, click <b>Cancel</b> to return to the Grants and Projects page without deleting the record.</p>
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