


# Grant/Project Profile - GRT2110

# Table of Contents

**Grant/Project Profile - GRT2110** ..... 1

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***Grants and Projects > Tables > Grant/Project Profile***

This page is used to define grant codes that can be tracked in the Grants and Projects application. Each grant code is assigned fund/fiscal years and file ID information allowing information to be combined across file IDs for a complete inquiry or report.

## Modify a record:

| Field | Description |
|---|---|
| **Grant/Project Code** | Type a grant/project code, or click ⋮ to select a code from the Grant and Project Codes lookup. |
| **Description** | The grant/project code description is displayed. |

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

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

| | |
|---|---|
| **Grant/Project Code** | Type a grant/project code. This code is user-defined and can be a maximum of ten alphanumeric characters. This field is required. |
| **Description** | Type a description for the code. It is recommended to add a date or year in order to easily identify the grant (e.g., Title 1A 2022). This field is required. |

❑ Update the following fields:

| | |
|---|---|
| **Status** | Click ⌄ to select the code status (*A - Active* or *I - Inactive*). |
| **NOGA/Project Nbr** | Type the Notice of Grant Award (NOGA) or project number. This field is optional. |
| **CFDA Nbr** | 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. |
| **Begin Date** | Type the beginning date of the grant or select a date from the calendar. This field is optional. |
| **End Date** | Type the ending date of the grant or select a date from the calendar. This field is optional. |

**Note**: Grants often overlap fiscal years and file IDs so you can add as many lines as needed to ensure complete data is retrieved in the application. Be sure to consider file IDs, and fund/fiscal year details.

In the grid:

❑ Click **+Add** to add rows as needed.

| | |
|---|---|
| **GL File ID** | Select the one-character file ID.<br><br>**Note**: Duplicate account entries are allowed for different file IDs. |
| **Account Code** | Type all or some of the desired account code, or click ⋮ in each field of the lookup to select the appropriate account code components from the Account Codes lookup. The selected account code component is populated in the corresponding **Account Code** field. |
| **Description** | The account description is displayed. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Delete** | Click to delete the grant/project code that is retrieved on the page. A message displays prompting you to confirm the deletion.<br><br>Click **OK** to delete the record. Otherwise, click **Cancel** to return to the Grants and Projects page without deleting the record. |


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# Back Cover