
PeopleSoft FSCM 9.2: Grants

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product lines provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: PeopleSoft Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

| <i>Typographical Convention</i> | <i>Description</i> |
|--|--|
| Bold | Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call. |
| <i>Italics</i> | Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> . |
| Key+Key | Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key. |
| Monospace font | Highlights a PeopleCode program or other code example. |
| ... (ellipses) | Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax. |

| Typographical Convention | Description |
|---------------------------------|--|
| { } (curly braces) | Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (). |
| [] (square brackets) | Indicate optional items in PeopleCode syntax. |
| & (ampersand) | When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables. |
| => | This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character. |

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

PeopleSoft FSCM Related Links

Financial and Supply Chain Management information for Secure Enterprise Search (SES) can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components (*PeopleSoft FSCM 9.2: Application Fundamentals*)" topic.


[My Oracle Support](#)

[PeopleSoft Information Portal on Oracle.com](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

Common Elements Used for Financials and Supply Chain Management

| | |
|--|---|
| Account | ChartField that identifies the nature of a transaction for corporate accounts. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger. |
| Activity ID | Activity ID assigned to the individual tasks or events you want to update in a project. |
| Affiliate | ChartField used to map transactions between business units when using a single interunit account. |
| As of Date | The last date for which a report or process includes data. |
| Attachment | <p>Click this link to add or view attachments for My Wallet entries, travel authorizations, cash advances, and expense reports.</p> <p>For examples of how to view attachments and how to attach a document to a transaction, see "Understanding Attachments (<i>PeopleSoft FSCM 9.2: Expenses</i>)".</p> |
| Business Unit | An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization. |
| Class | <p>ChartField used to identify a unique appropriation budget key. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.</p> |
| Department | ChartField that indicates who is responsible for or affected by the transaction. |
| Description | Free form text up to 60 characters. |
| Deselect All | Click this button to remove all check marks on the page. |
| Effective Date | <p>Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Applications User's Guide</i>, "Working with Pages," Using Effective Dates</p> |
|  (Embedded Help) | Click the Embedded Help icon to open up a secondary window with information about this page or section. Embedded help can provide information about specific fields and point the user to additional help. See <i>PeopleTools PeopleBook: PeopleSoft</i> |

Application Designer Developer's Guide for more information on creating and modifying embedded help.

EmplID (employee ID)

Unique identification code for an individual associated with your organization.

Fund

An accounting entity established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.

Fund Affiliate

ChartField used to correlate transactions between funds when using a single intraunit account.

Language or Language Code

The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.

Language also refers to the language spoken by an employee, applicant, or non-employee.

Operating Unit

ChartField used to identify a location, such as a distribution warehouse or sales center.

PC Business Unit

Business unit assigned to the project in PeopleSoft Project Costing.

Process Frequency

Select the appropriate frequency from the drop-down box:

Process Once: Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run*.

Don't Run: Ignores the request when the batch process runs.

Always Process: Executes the request every time the batch process runs.

Process Monitor

This link takes you to the Process List page, where you can view the status of submitted process requests.

See *PeopleTools PeopleBook: PeopleSoft Process Scheduler*, "Understanding PeopleSoft Process Scheduler."

Product

ChartField that captures additional information useful for profitability and cash flow analysis by product sold or manufactured.

Program

ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.

| | |
|--------------------------|--|
| Project | ChartField that captures information for project/grants accounting. |
| Report ID | The report identifier. |
| Report Manager | This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list). See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i> , "Understanding PeopleSoft Process Scheduler." |
| Request ID | A request identification that represents a set of selection criteria for a report or process. |
| Resource Type | Resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups in PeopleSoft Project Costing. |
| Run | This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i> , "Understanding PeopleSoft Process Scheduler." |
| Run Control ID | An identification code that identifies the run parameters for a report or process. |
| Select All | Click this button to select all options on the page. |
| SetID | An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options. |
| Short Description | Free form text up to 15 characters. |
| Status | Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> . You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail. |
| User Defaults | User preferences and defaults used for PeopleSoft Expenses. |
| User ID | The system identifier for the individual who generates a transaction. |

Common Elements Used for FSCM WorkCenters

Use these in a dl table:



Select this icon to display menu options. These options can include:

- Prompts: enables you to change grid search values.
- Export Data: enables you to export the data to a Microsoft Excel spreadsheet.
- Hide Chart/Display Chart
- Chart Options: displays the user Charting Options window.
- Save

Allow User to Personalize the Display Options

Select to indicate that end users who have access to this pagelet can personalize their display options.

If this option is selected, an end user has access to the Personalize page for the pagelet.

If this option is not selected, an end user does not have access to the Personalize page for the pagelet. If an end user tries to access the Personalize page, they receive a message that the user personalization is not enabled for the pagelet.

Allow User to Add Additional Links

Select to indicate that an end user can add groups and links to the pagelet.

Activate Links Settings

Click to run the Application Engine process that adds and deletes changes to the user personalization records. This process moves the new configuration to the master record. The last modified and the last run dates and times are displayed so that you know that the process has run after changes have been

Group Label

Enter a label heading for the group of links that appear in the <pagelet> Links grid. Multiple group labels can be added to organize <pagelet> links into logical groups.

This is not a required field, but should be used if more than five links are listed, and the links can be grouped.

Start Group Collapsed

Select to indicate that this particular group of links should display as collapsed when users access this pagelet. The group label displays, and the user must click the group label to expand the group and access the links.

If the Allow User to Personalize the Display Options check box is selected, this check box is also displayed on the Personalization page for the end user.

Display Order

Enter an order in which this group of links should display within the <pagelet> section.

If the Allow User to Personalize the Display Options check box is selected, this check box is also displayed on the Personalization page for the end user.

Hide Group

Select to indicate that this group label, and associated links, should not display for an end user.

If selected, the end user does not have access to the group label, and associated links, even if they have authorization to personalize their display options.

Show Link

Select to indicate that the link is displayed on the pagelet.

PeopleSoft delivers some links that a system administrator may choose to hide from end users. If this is the case, then select this check box. This allows system administrators to preserve the link definition, if they decide to display the link at a later time.

If the Allow User to Personalize the Display Options check box is selected, this check box is also displayed on the Personalization page for the end user.

Starting Page

If the Allow User to Personalize the Display Options check box is selected, this check box is also displayed on the Personalization page for the end user.

Pivot Grid Name

Select the name of a pivot grid. Queries can optionally be displayed as a pivot grid.

These columns display only when *Pivot Grid* is selected in the Type field.

For more information about setting up Pivot Grids, see *PeopleTools: PeopleSoft Pivot Grid*

Edit Filters

Select to access the "Edit Filters Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)". If a system administrator had granted filter editing rights to the end user, then this link is displayed.

Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with PeopleSoft Grants

Getting Started with PeopleSoft Grants

These topics discuss:

- PeopleSoft Grants overview.
 - PeopleSoft Grants business processes.
 - PeopleSoft Grants integrations.
 - PeopleSoft Grants implementation.
-

PeopleSoft Grants Overview

PeopleSoft Grants helps you plan, manage, and track your institution's grant activities.

With this application, you can:

- Manage the complete grant life cycle from proposal to award.
 - Capture profile data about your institution, sponsors, professionals, and subrecipients for each proposal, project, budget, or award.
 - Document and amend human and animal protocols.
 - Submit timely, accurate, and complete proposals to sponsors, including electronic submission of federal grant applications.
 - Manage both centralized and decentralized budgets.
-

PeopleSoft Grants Business Processes

PeopleSoft Grants supports the key business processes that are associated with the administration of sponsored research activities. PeopleSoft Grants is not a standalone application, as it leverages functionality that is delivered within PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft General Ledger, and PeopleSoft Billing to provide a fully integrated Grants Management solution.

Here are descriptions of the business processes that are supported by PeopleSoft Grants:

- Proposal Preparation:

PeopleSoft Grants supports the proposal preparation process, including the statement of work and proposal budget and administrative, personnel, and submission information that is required by funding agencies.

- **Proposal Submission:**

The proposal submission pages enable you to set up parameters for submitting proposals and is separate from the overall proposal pages to enable you to set security access accordingly.

- **Letter of Credit Processing:**

PeopleSoft Grants supports Federal Government letter-of-credit draws as well as the three most prevalent cost reimbursable invoicing formats.

- **Payment Processing:**

PeopleSoft Project Costing has built-in integrations with PeopleSoft Payables and PeopleSoft Purchasing to support a full-featured payment-processing system to handle grants-related payments.

- **Project Administration:**

PeopleSoft Grants integrates with PeopleSoft Project Costing to enable you to effectively establish and manage the projects that are associated with your research activities. You must establish a primary project, but you can also create additional projects and associate them with proposals and awards.

- **Protocol Management:**

PeopleSoft Grants integrates an automated system that enables institutions to document and amend human and animal protocols for research. Protocol Management manages the approval process for the approving authority.

- **Award Administration:**

PeopleSoft Grants supports the full range of post-award processing, including tracking and managing the award, maintaining projects and activities in association with the award, and managing award funding through budget administration and commitment control.

- **Award Negotiation:**

PeopleSoft Grants can help keep track of changes in your institution's negotiations with sponsoring agencies for awards.

- **Budget Administration:**

PeopleSoft Grants enables you to define budget information, establish budget periods, and enter detailed budget information. When a proposal has been funded, you can send budget information to PeopleSoft Commitment Control and the Project Resource tables. The data that you enter in the Budget Detail page is the basis for generating budget journals for controlled budgets and for budget data that is stored in PeopleSoft Grants.

- **Award Funding:**

The award- generation process that is delivered with PeopleSoft Grants prepares awards for post-award management. This includes creating the contract, billing plans, and revenue recognition plans that you will need to have in place for processing transactions for awards.

- Facilities and Administration (F&A) Cost processing:

PeopleSoft Grants enables you to calculate and track sponsor F&A, cost shared F&A, and waived F&A.

- Bill Creation:

Through its integration with PeopleSoft Contracts, PeopleSoft Grants enables you to generate bills and recognize revenue for your awards. You can also generate letter-of-credit draws and print letter-of-credit reports as needed.

- Financial Reporting:

PeopleSoft Grants supports a wide range of reporting capabilities using the proposal and award data that is stored in your PeopleSoft Grants database.

- Project Analysis:

After you establish a project and enter data directly through interfaces with other PeopleSoft or third-party applications, you can use the pages in PeopleSoft Project Costing to view a list of all project manager projects, display real-time project information that is pulled from the project summary tables, and display all resource transactions for a selected project.

- Award Closeout:

You can use the pages that are provided in PeopleSoft Project Costing, PeopleSoft Contracts, and PeopleSoft Commitment Control to terminate contracts after they have been fulfilled, inactivate projects and activities, control transactions that are coming into PeopleSoft Project Costing from a feeder system at either the project or the activity level, and define the closing rules for PeopleSoft Commitment Control budgets.

- PeopleSoft Grants Workflow:

PeopleSoft Grants manages the proposal approval process through its life cycle, determines when milestones are due, and sends notifications to the appropriate roles as needed. This workflow solution is designed to be fully configurable.

We discuss these business processes in more detail in the business process topics in this documentation.

Note: To use all of the PeopleSoft Grants functionality, you must also purchase PeopleSoft General Ledger, PeopleSoft Project Costing, PeopleSoft Contracts, and PeopleSoft Billing.

PeopleSoft Grants Process Flows

PeopleSoft Grants was designed and developed taking into consideration all the integrated tasks that are associated with sponsored research.

Image: Administering PeopleSoft Grants

The following diagram illustrates the basic flow of a sponsored program from its departmental research home, to the administrative office that oversees sponsored programs and research funding, to the controller's office that manages financial accounting.



PeopleSoft Grants administrative functions include proposal and budget preparation and submission, award processing, award management and reporting, and award closeout. PeopleSoft Grants delivers tools that support all these administrative requirements.

Image: Pre award to post award flow

The following diagram illustrates how the proposal data maps to the award, the proposal project maps to the project/grant and the proposal budget maps to the award activities as data moves from the pre-award status to the post-award stage:

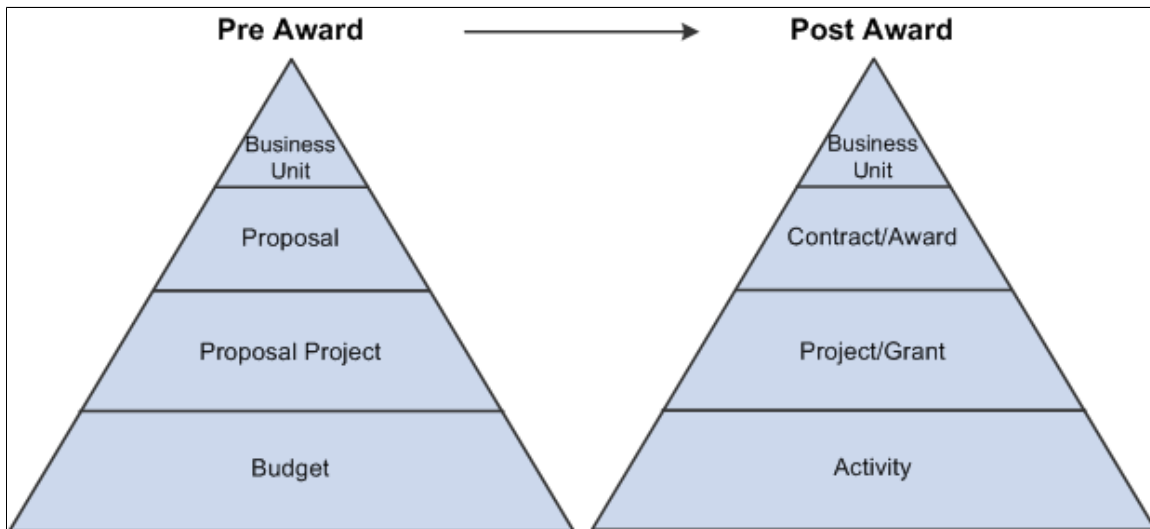


Image: Post award structure

The following diagram illustrates the hierarchical structure of data in the post award stage, beginning at the highest level with the Grants business unit, then flowing downward to the contract/award, project/grant, activity and finally ending at the resource line – the lowest level of the hierarchy:

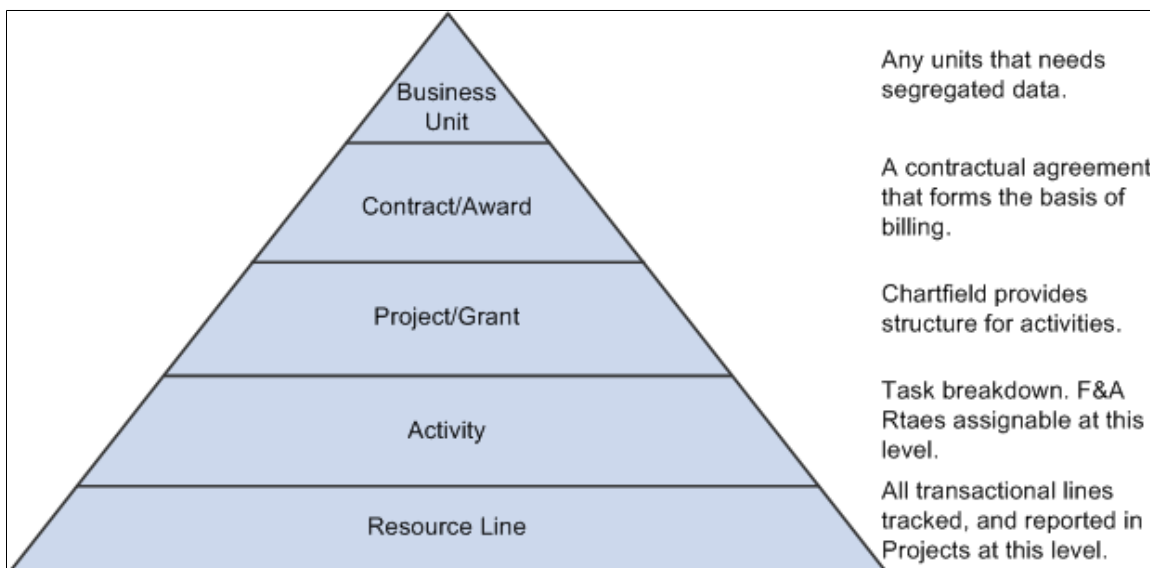
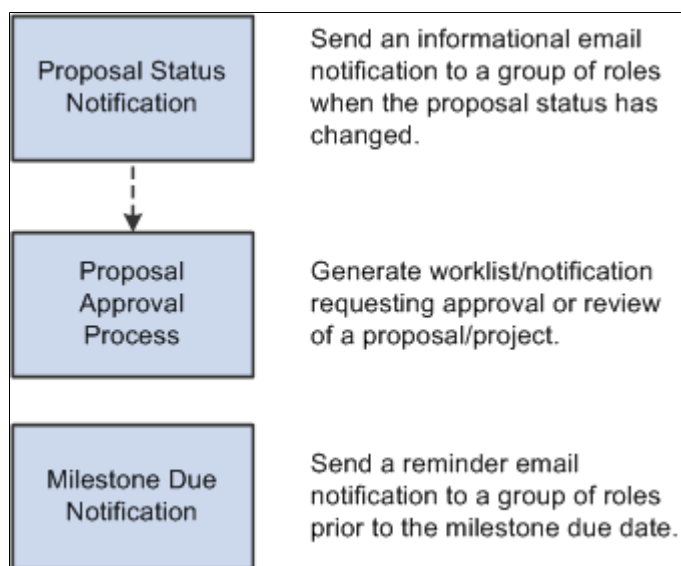


Image: Workflow process diagram

The following diagram illustrates the basic flow of Grants Workflow beginning with the proposal status notification through the proposal approval process. This diagram also includes the milestone due notification process:

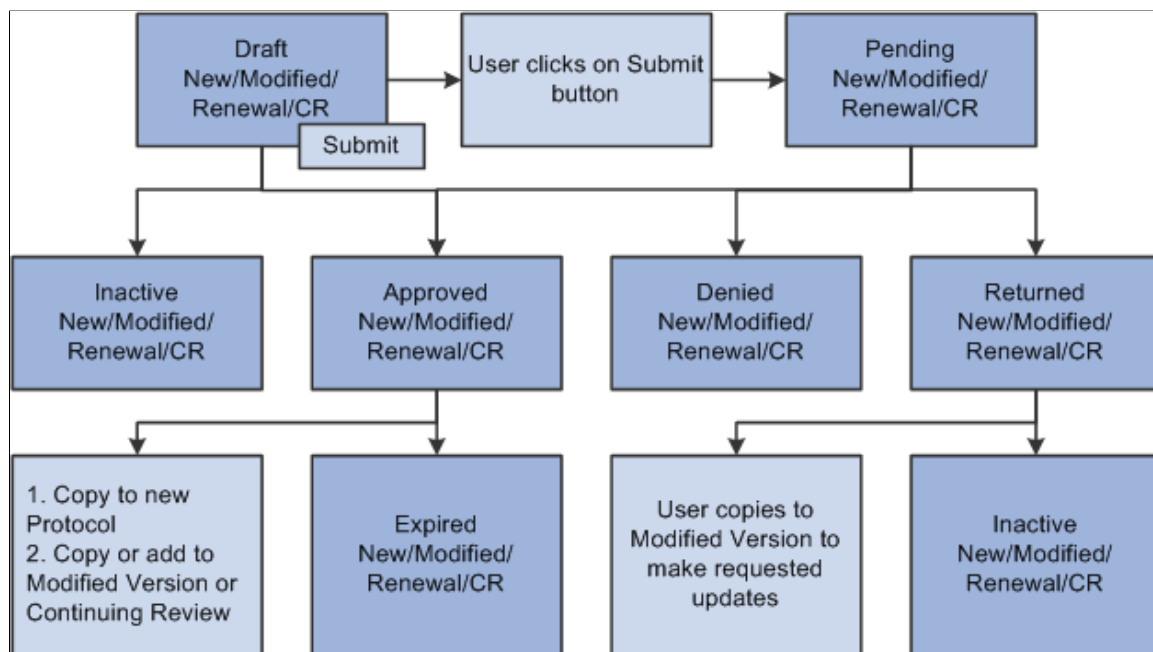


Workflow manages the approval process and provides communication between the different project roles (PI, SPO, administrator, stakeholder, and others) through all aspects of the proposal's life cycle. This is achieved by means of the creation of a workflow process using worklists and email notifications. Select

milestones that will be due in the near future and also send out email notifications as needed. The process scheduler can be set up to run this process periodically.

Image: Protocol management process

The following diagram illustrates the basic flow of the Protocol Management process. New protocol data is submitted to a committee for review. The committee reviews the protocol and either approves, denies, or returns the protocol. New or draft protocols may also be set to an inactive status. Approved protocols can be copied to new protocols or may be set to an expired status. Returned protocols can be copied and modified or set to an inactive status:



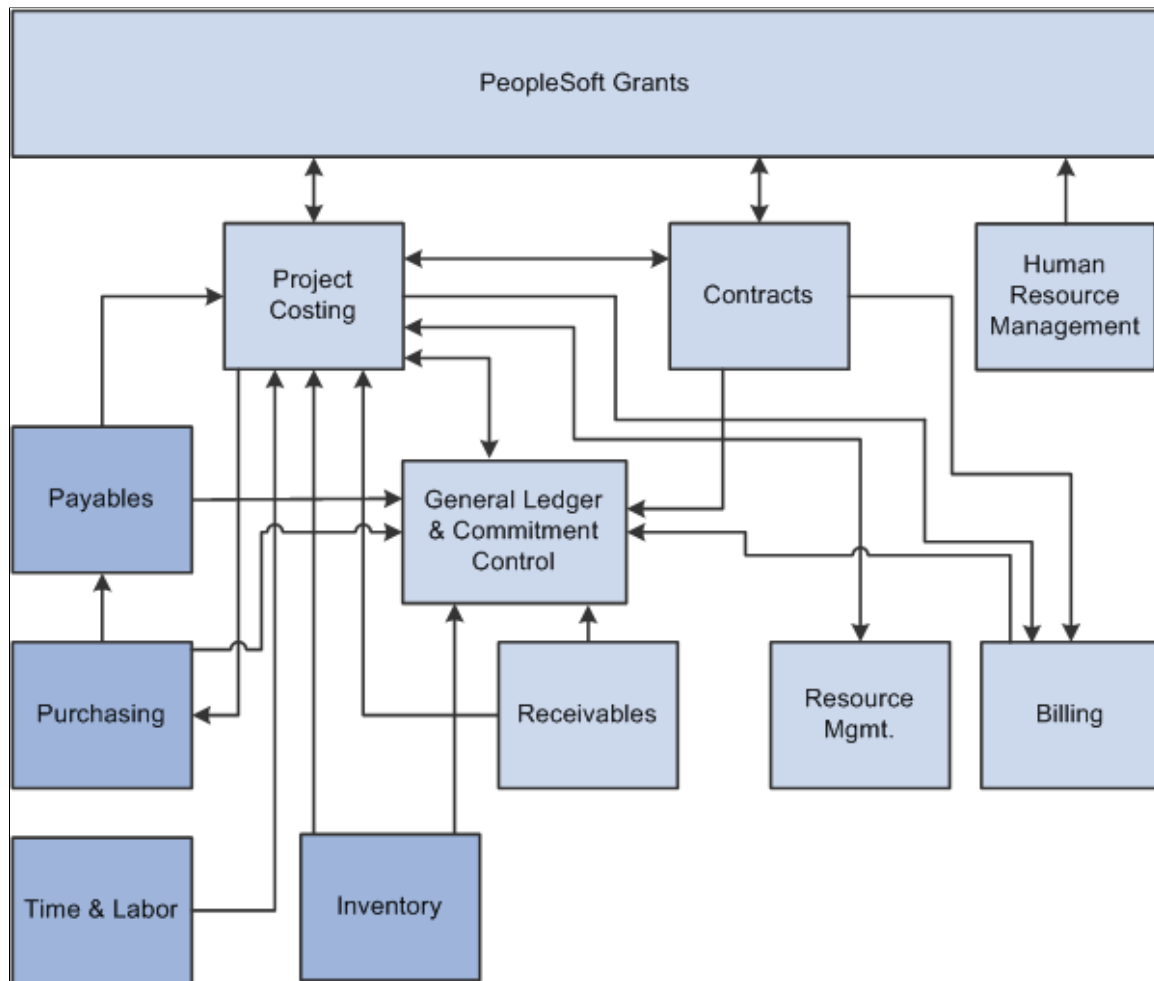
Protocol Management functionality enables you to:

- Capture all required data fields for submission to a review committee for approval.
- Copy protocol and version.
- Create and submit renewals.
- Workflow for status changes, dispositions, meeting agenda, and so on.
- Monitor review dates, expirations, renewals, and so on.
- Create committee-related components for committee member setup, agenda, documentation of meeting minutes, and so on.
- Create My Protocol component.

PeopleSoft Grants Integrations

Image: PeopleSoft Grants integration flow with other PeopleSoft applications

The following diagram illustrates the integration touch points between PeopleSoft Grants and PeopleSoft Project Costing, Contracts, Human Resource Management, Payables, General Ledger, Purchasing, Receivables, Resource Management, Billing, Time and Labor, and Inventory:



We discuss integration considerations in the implementation topics in this documentation.

Supplemental information about third-party application integrations is located on the My Oracle Support website.

PeopleSoft Contracts and Project Costing

PeopleSoft Grants integrates with PeopleSoft Project Costing and PeopleSoft Contracts to send revenue entries for award transactions to PeopleSoft General Ledger. To book revenue entries to PeopleSoft General Ledger, you need to run a series of processes ending with a process to update the tables in PeopleSoft Project Costing and PeopleSoft Contracts.

PeopleSoft Human Resource Management

To synchronize data with PeopleSoft Human Resources Management (HRMS), PeopleSoft Grants subscribes to application messages. Application messaging is based on the publish-and-subscribe model, which enables PeopleSoft applications to integrate with each other and with third-party applications.

PeopleSoft General Ledger and Commitment Control

PeopleSoft Commitment Control is an optional feature of PeopleSoft General Ledger that enables you to control expenditures actively against predefined, authorized budgets.

PeopleSoft Purchasing

Data flows both ways between PeopleSoft Project Costing and PeopleSoft Purchasing. You can enter requisition lines directly into PeopleSoft Project Costing and then retrieve them through the Purchasing Requisition Loader and process them into requisitions in PeopleSoft Purchasing.

PeopleSoft Receivables

The integration of PeopleSoft Receivables with PeopleSoft Project Costing provides project managers with accounts receivable items and revenue-related adjustments. As a result, project managers have information about the progress of a project in terms of the outstanding revenue.

PeopleSoft Billing

PeopleSoft Grants integrates with PeopleSoft Billing through PeopleSoft Contracts to manage billing for your awards.

PeopleSoft Time and Labor

The system brings labor costs into PeopleSoft Project Costing whenever a user needs estimates for billing. To do this, the system uses tables, enterprise integration points, and other processes that are delivered with PeopleSoft Project Costing and PeopleSoft Time and Labor. To enable data transfer from PeopleSoft Time and Labor to PeopleSoft Project Costing during a payroll period, PeopleSoft Time and Labor uses an estimation process that is linked with Payroll to summarize hours and labor expenses.

PeopleSoft Inventory

After the sourcing routine in PeopleSoft Purchasing identifies an item on a requisition as an inventory item, you can check purchasing availability directly from PeopleSoft Purchasing or create and place a demand on the Inventory Demand Interface table, where PeopleSoft Inventory picks it up. PeopleSoft Inventory then determines whether the demand can be fulfilled.

PeopleSoft Grants Implementation

Setup Manager enables you to review a list of setup tasks for your organization for the applications that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding documentation.

Because PeopleSoft Grants is a solution that requires the installation of several different applications, you must use Setup Manager separately for each application that you install. PeopleSoft Grants requires that you follow this order when using Setup Manager:

- PeopleSoft General Ledger
- PeopleSoft Projects
- PeopleSoft Billing
- PeopleSoft Contracts
- PeopleSoft Grants

PeopleSoft Financials also provides component interfaces to help you load data from your existing system into PeopleSoft tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables. This table lists all of the components that have component interfaces.

| Component | Component Interface | Reference |
|-----------------------------------|----------------------------|--|
| Account (GL_ACCOUNT) | ACCOUNT_CF | See "Adding and Mapping Accounts and Alternate Accounts (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Alternate Account (ALTACCT) | ALTACCT_CF | See "Enabling Alternate Accounts (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Operating Unit (OPERATING_UNIT) | OPER_UNIT_CF | See "Operating Unit Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Department (DEPARTMENT) | DEPT_CF | See "Department Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Project ID (PROJECT) | PROJECT_CF | See "Project Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Product (PRODUCT) | PRODUCT_CF | See "Product Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Fund Code (FUND_DEFINITION) | FUND_CF | See "Fund Code Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Statistics Code (STATISTICS_TBL) | STATISTICS_CODE | See "Statistics Code Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Class Field (CLASS_PNL) | CLASS_CF | See "Class Field Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Budget Reference (BUDREF_PNL) | BUDGET_REF | See "Budget Reference Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Program Code (PROGRAM_DEFINITION) | PROGRAM_CF | See "Program Code Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Scenario (BD_SCENARIO) | BUDGET_SCENARIO | See "Scenario Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Chartfield 1 (CHARTFIELD1) | CHARTFIELD1 | See "ChartField 1 Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |

| Component | Component Interface | Reference |
|---|----------------------------|---|
| Chartfield 2 (CHARTFIELD2) | CHARTFIELD2 | See "ChartField 1 Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Chartfield 3 (CHARTFIELD3) | CHARTFIELD3 | See "ChartField 1 Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| InterUnit Template (IU_INTER_TMPLT) | IU_INTER_TMPLT | See "InterUnit Template Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| IntraUnit Template (IU_INTRA_TMPLT) | IU_INTRA_TMPLT | See "Intraunit Template Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| InterUnit Pair Maintenance (IU_INTER_PR_BASIC) | IU_INTER_PR_BASIC | See "Interunit Pairs (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Ledgers for a Unit (BUSINESS_UNIT_LED) | EM_BUS_UNIT_LED | See "Defining Ledgers for a Business Unit (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Value Added Tax Code (TAX_CODE_VAT) | TAX_CODE_VAT | See "Value Added Tax Code Page (<i>PeopleSoft FSCM 9.2: Global Options and Reports</i>)". |
| VAT Accounts by Business Unit (TAX_BU_CODE_VAT) | TAX_BU_CODE_VAT | See "VAT Accounts by Business Unit Page (<i>PeopleSoft FSCM 9.2: Global Options and Reports</i>)". |
| VAT Entity (VAT_ENTITY_ID) | VAT_ENTITY_ID | See "Setting Up VAT Entities (<i>PeopleSoft FSCM 9.2: Global Options and Reports</i>)". |
| Vat Defaults CI Component (VAT_DEF_CI) | VAT_DEF_CI | See "Establishing VAT Defaults (<i>PeopleSoft FSCM 9.2: Global Options and Reports</i>)". |
| Bank Branch Information (BANK_BRANCHPNL) | TR_BANK_BRANCH_CI | See "Defining General Bank Setup (<i>PeopleSoft FSCM 9.2: Banks Setup and Processing</i>)". |
| Team Member Types (MEMBER_TYPE_TABLE) | MEMBER_TYPE_TABLE_CI | See "Setting Up Customer Support Personnel (<i>PeopleSoft FSCM 9.2: Order to Cash Common Information</i>)". |
| Team Member Personal Data (MEMBER_PERSON1) | MEMBER_PERSON1_CI | See "Setting Up Customer Support Personnel (<i>PeopleSoft FSCM 9.2: Order to Cash Common Information</i>)". |
| Support Team Members (TEAM_MEMBER_TABLE) | TEAM_MEMBER_TABLE_CI | See "Setting Up Customer Support Personnel (<i>PeopleSoft FSCM 9.2: Order to Cash Common Information</i>)". |
| Customer Group Table (CUST_GROUP_TBL) | CUSTOMER_GROUP | See "Customer Group Table Page (<i>PeopleSoft FSCM 9.2: Order to Cash Common Information</i>)". |

| Component | Component Interface | Reference |
|--|--|---|
| Contact Info (CONTACT_INFO) | CONTACT | See "Setting Up and Maintaining Contacts (<i>PeopleSoft FSCM 9.2: Order to Cash Common Information</i>)" |
| General Information (CUSTOMER_GENERAL) | CUSTOMER_MAIN_CI CUSTOMER_BILLTO_CI CUSTOMER_SOLDTO_CI CUSTOMER_SHIPTO_CI CUSTOMER_MISC_CI | See "Adding General Customer Information (<i>PeopleSoft FSCM 9.2: Order to Cash Common Information</i>)". |
| User Preferences (OPR_DEFAULT) | OPR_DEFAULT_FIN | See "Defining Cross-Application User Preferences (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Submit Proposal (GM_PROP_SUBMISSION) | GM_PROP_SUBMN_CI | <u>Establishing Proposals</u> |

Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation documentation, data models, business process maps, and troubleshooting guidelines.

For additional information, see

PeopleTools: PeopleSoft Setup Manager

PeopleTools: PeopleSoft Component Interfaces

Chapter 2

Navigating in PeopleSoft Grants

Navigating in PeopleSoft Grants

This topic discusses how to navigate in PeopleSoft Grants.

Navigating in PeopleSoft Grants

PeopleSoft Grants provides navigation center pages that contain groupings of folders that support a specific business process, task, or user role.

Related Links

PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Grants

This table lists the navigation center pages that are used to navigate in PeopleSoft Grants.

| Page Name | Navigation | Usage |
|-------------------------------|---|---|
| Grants Center | Grants, Grants Center | Access key areas to manage your PeopleSoft Grants information. |
| My Proposals | Click the My Proposals link on the Grants Center page. | Manage proposals from a personal list. |
| Definitions | Click the Definitions link on the Grants Center page. | Define PeopleSoft Grants. |
| Contracts | Click the Contracts link on the Grants Center page. | Enter and manage your revenue contracts, including several billing and revenue recognition options. |
| Facilities and Administration | Click the Facilities and Administration link on the Grants Center page. | Generate overhead expense data. |
| Manage Award | Click the Manage Award link on the Grants Center page. | View or update an award profile, project, activity, or award budget. |
| Project | Click the Project link on the Grants Center page. | Establish project information and associate contracts and activity definitions. |
| Protocol Management | Click the Protocol Management link on the Grants Center page. | Establish protocols and versions, and submit them for approval. |

| <i>Page Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|---|---|
| Proposal Management | Click the Proposal Management link on the Grants Center page. | Establish proposals and versions, prepare budgets, and submit for printing. |
| Copy Proposal | Click the Copy Proposal link on the Grants Center page. | Create a new proposal from an existing proposal. |
| Generate Award | Click the Generate Award link on the Grants Center page. | Create award management entities. |
| Print Proposal | Click the Print Proposal link on the Grants Center page. | Print a proposal for submission to a sponsor. |
| Reports | Click the Reports link on the Grants Center page. | View variance, forecast, and inventory online reports. |

Related Links

PeopleTools PeopleBook: PeopleTools Portal Technology, "Working with Navigation Pages"

Using PeopleSoft Applications PeopleBook, "Working with Browser Based Applications," Using Navigation Pages

Defining Your Operational Structure

Defining Your Operational Structure

These topics provide an overview of the implementation process and the Inter/IntraUnit processor and discuss how to:

- Define PeopleSoft Grants rules and business units.
 - Establish Facilities and Administration (F&A) and direct-cost cost-sharing options.
-

Understanding the Implementation Process

When you implement PeopleSoft Financials, the order in which you perform your setup is important. Here is a high-level summary of the steps:

1. Set up PeopleSoft General Ledger defaults.

Because the default values, calendars, and ledger groups are used downstream by other financial applications, you should set up PeopleSoft General Ledger first. The usual progression for setup is PeopleSoft General Ledger, PeopleSoft Receivables, PeopleSoft Billing, PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft Grants.

2. Determine your PeopleSoft Grants system requirements.
3. Set up PeopleSoft Project Costing and PeopleSoft Contracts.

This setup includes defining business units. You must define business units for PeopleSoft Contracts and PeopleSoft Project Costing before you can set up award defaults on the Grants Award Setup Definition page.

4. Set up PeopleSoft Grants.

This step includes defining defaults for awards and entering information into the control tables that store the values that the system uses in pre- and post-award processing. Award setup is covered in this product documentation. Entering information in control tables is discussed in the topics "Structuring PeopleSoft Grants" and "Setting Up and Maintaining PeopleSoft Grants Information."

Note: You should set up PeopleSoft Commitment Control (optional) before setting up PeopleSoft Grants business units.

5. Define PeopleSoft Grants security.

PeopleSoft Grants enables you to limit access to the proposal and budget pages based on department or user ID. PeopleSoft Grants security setup is discussed in this product documentation.

6. Upload existing proposal and award information into PeopleSoft Grants.

Understanding the Inter/IntraUnit Processor

The PeopleSoft Centralized Inter/IntraUnit processor provides consistent setup and centralized processing to manage Inter/IntraUnit transactions across PeopleSoft applications. When an Inter/IntraUnit transaction occurs, the processor supplies the balancing lines. For PeopleSoft Grants, this process occurs during the F&A process. If an intraunit transaction is identified, then the system creates the appropriate balancing entries.

The system defines an intraunit transaction as a transaction within a single PeopleSoft General Ledger business unit that involves more than one value in a lower level balancing ChartField, such as Fund or Department.

For the Centralized Inter/IntraUnit processor to create the balancing entries during the F&A process, you must:

- Define a transaction code.
- Define system transaction mapping.
- Define an intraunit template.
- Associate the intraunit template with a PeopleSoft General Ledger business unit.

Related Links

"Understanding PeopleSoft Interunit and Intraunit Functionality (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Departmental and Credit Percent

Credit percentages reside at the proposal project level in the pre-award, and at the project level in the post-award. Also, the Setup Level page identifies at which level the certifications, resources, subrecipients, components, departmental percentages, and professional credit percentages reside. This value becomes by default the proposal level in the pre-award. The values that are set up at the business unit level are supplied at the proposal level and can be overwritten at the proposal level; and the departmental credit percentage can be accessed at project level. Use the following elements to enter credit percentages:

- Click the Departmental Credit link on the Projects page to enter departmental credit percentages.
- Credit percentages for professionals are captured in the Resources Grid of the Proposal component. The Role field in the Professionals grid identifies PI or Co-PI.
- Generate Award populates the Department Credit percentages in the Post Award.

Defining PeopleSoft Grants Rules and Business Units

To define PeopleSoft Grants rules and business units, use the Grants Definition (GM_BU_DEFN), Approval Notification Setup (GM_WF_RULE), and Workflow (GM_WF_COMPONENT_GBL) components.

This section discusses how to:

- Define contracts business units.
- Define default options.
- Define processing options.
- Define a fee.
- Define project costing business units.
- Define award setup options and defaults.
- Define confidence levels.
- Identify setup levels.
- Set up the burn rate indicator for spending.
- Set up the approval and notification process.
- Enter milestone notification and proposal notification details.
- Enter approval definition details.
- Enter protocol approval details.
- Enter protocol batch notification details.
- Enter protocol notification details.
- Enter a criteria definition.
- Define PeopleSoft Grants options.

Pages Used to Define PeopleSoft Grants Rules and Business Units

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|---------------------------|-------------------------------|---|---|
| Contracts - BU Definition | BUS_UNIT_TBL_CA | Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition | Set up default values for the contracts business unit. |
| Contracts - Defaults | BUS_UNIT_TBL_CA1 | Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Defaults | Enter default contract values to be used when establishing contracts under the business unit. |

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------|------------------------|---|--|
| Contracts - Processing Options | BUS_UNIT_TBL_CA2 | Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options | Enter processing option values to be used when establishing contracts under the business unit. |
| Contracts - Fee Definition | CA_BU_FEE_DEF | Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Fee Definitions | Enter fee definition values to be used when establishing contracts under the business unit. |
| Project Costing Definition | BUS_UNIT_TBL_PC | Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition | Set up default values for the project costing business unit. The system captures grants transactional data in the project costing business unit. |
| Award Setup Definition | GM_BU_AWD_SETUP | Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and Business Unit Definition | Set up award defaults for the PeopleSoft Grants business unit. The underlying business unit on this page is PeopleSoft Contracts. |
| Confidence Level Setup | GM_BU_CONF_GRANT | Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Confidence Level Setup | Define confidence levels. |
| Setup Level | GM_BU_DEFN | Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Setup Level | Identify the level at which information exists. Values that you enter here affect the award generation and workflow approval processes. For example, if you set the workflow component at the primary project level, then workflow is triggered for the components that exist in the primary project only. Otherwise, workflow will be triggered for all components within the proposal. |
| Burn Rate Indicator Setup | GM_BU_BURN_INDC | Set up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Burn Rate Indicator Setup | Set up the burn rate indicator for spending. |
| Approval/Notification Process | GM_WF_RULE | Set Up Financials/Supply Chain, Business Unit Related, Grants, Approval/Notification Setup. | Set up workflow for proposal approval, proposal status notification, award milestone notification, and all protocol-related workflow processes. |

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|---|
| Milestone Notification - Details | GM_WF_RULE_CM | Click Details on the Approval/Notification Process page. | Define the detail information that is related to the current element. This page is available after selecting the Milestone Notification or Proposal Notification transaction type. |
| Proposal Component - Approval Definition | GM_WF_APPR_DTL | Click Details on the Approval/Notification Process page. | Define the detail information that is related to the current element. This page is available after selecting the Proposal Component Approval transaction type. |
| Protocol Approval - Details | GM_WF_RULE_PCL_PT | Click Details on the Approval/Notification Process page. | Define the detail information that is related to the current element. This page is available after selecting the Protocol Approval transaction type. |
| Protocol Batch Notification - Details | GM_WF_RULE_PCL_BT | Click Details on the Approval/Notification Process page. | Define the detail information that is related to the current element. This page is available after selecting the Protocol Batch Notification transaction type. |
| Protocol Notification - Details | GM_WF_RULE_PCL_PN | Click Details on the Approval/Notification Process page. | Define the detail information that is related to the current element. This page is available after selecting the Protocol Notification transaction type. |
| Criteria Definition | GM_WF_CRITERIA | Click Criteria on the Approval/Notification Process page. | Identify the criteria and rules that apply to a proposal component. Also, set up the rules by identifying the scenario based on the business process and select a PeopleTools component, record, and field that apply to the scenario. This page is available after selecting the Proposal Component Approval transaction type. |
| Project Costing Options | BUS_UNIT_OPT_PC | Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options | Establish the resource fields that the system requires when you enter grants-related information within PeopleSoft feeder systems along with waived F&A costing methods. |

BU Definition Page

Use the Contracts - BU Definition page (BUS_UNIT_TBL_CA) to set up default values for the contracts business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition

Image: Contracts - BU Definition page

This example illustrates the fields and controls on the Contracts - BU Definition page. You can find definitions for the fields and controls later on this page.

| BU Definition | | Defaults | Processing Options | Fee Definition |
|----------------------|-------------------|---|--------------------|----------------|
| Business Unit | EGV05 | | | |
| Description | EDUC & GVT - BU 5 | | | |
| Short Desc | EGV05 | | | |
| Integration | | | | |
| GL Unit | EGV05 | EDUC & GVT - BU 5 | | |
| OM Unit | | | | |
| BI Unit | EGV05 | EDUC & GVT - BU 5 | | |
| Currency | | Security | | |
| Currency Code | USD | <input type="checkbox"/> Enforce Contract Status Security <input type="checkbox"/> Delete Internal Notes <input type="checkbox"/> Update Internal Notes | | |
| Rate Type | CRRNT | | | |

Instructions for setting up contracts business units appear in the *PeopleSoft Contracts documentation*.

Related Links

"Establishing PeopleSoft Contracts Business Units (*PeopleSoft FSCM 9.2: Contracts*)"

Contracts - Defaults Page

Use the Contracts - Defaults page (BUS_UNIT_TBL_CA1) to enter default contract values to be used when establishing contracts under the business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Defaults

Image: Contracts - Defaults page

This example illustrates the fields and controls on the Contracts - Defaults page. You can find definitions for the fields and controls later on this page.

| BU Definition | Defaults | Processing Options | Fee Definition |
|--|-----------------|--|--------------------------------|
| Business Unit EGV05 | | EDUC & GVT - BU 5 | |
| Contract | | | |
| Contract Admin | | <input type="text"/> | |
| Contract Type | | <input type="text" value="GRANTS"/> | Grants Award |
| Dist Rule Code | | <input type="text" value="CONTRACTS"/> | Contracts Distribution Rule |
| Unbilled AR | | <input type="text" value="AR-UNBILL"/> | Unbilled Accounts Receivable |
| Legal Entity | | <input type="text"/> | |
| Billing Plan | | | |
| Bill Type | | <input type="text" value="CA"/> | CONTRACTS |
| Bill Source | | <input type="text" value="CONTRACTS"/> | Contracts |
| Taxes | | | |
| Ship From | | <input type="text" value="EGV01"/> | EGV01 |
| Prepays | | | |
| Prepaid Tax Timing | | <input type="text"/> | |
| Billing Plan Template | | <input type="text"/> | |
| Bill Plan Detail Template ID | | <input type="text"/> | |
| Deferred Revenue | | <input type="text"/> | |
| <input type="checkbox"/> Utilize Against all Lines | | | |
| Progress Payment Rates | | | |
| Progress Payment Rate | | <input type="text"/> | % |
| Liquidation rate | | <input type="text"/> | % |
| Contracts Workbench Template | | | |
| Workbench Template ID | | <input type="text" value="CONTRACTS"/> | CONTRACTS |

Instructions for setting up default options appear in the *PeopleSoft Contracts documentation*.

Related Links

"Establishing PeopleSoft Contracts Business Units (*PeopleSoft FSCM 9.2: Contracts*)"

Contracts - Processing Options Page

Use the Contracts - Processing Options page (BUS_UNIT_TBL_CA2) to enter processing option values to be used when establishing contracts under the business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options

Image: Contracts - Processing Options page

This example illustrates the fields and controls on the Contracts - Processing Options page. You can find definitions for the fields and controls later on this page.

| BU Definition | Defaults | Processing Options | Fee Definition |
|--|----------|--------------------|----------------|
| Business Unit EGV05 EDUC & GVT - BU 5 | | | |
| Revenue Management Options | | | |
| <input checked="" type="checkbox"/> Deferred Revenue Override <input checked="" type="checkbox"/> Revenue Recognition Method Override | | | |
| Chartfield Editing - TBP | | | |
| <input type="checkbox"/> Edit Combinations | | | |
| Proration Options | | | |
| Proration Method By Days Within Range | | | |
| Future Period Accounting Dates Last Day in Accounting Period | | | |
| On Demand Options | | | |
| Bill Plan Detail Template ID | | | |
| Renewal Options | | | |
| Review Timing 0 Days | | | |
| <input type="radio"/> Control <input checked="" type="radio"/> Default | | | |
| Line Amendment Default Options | | | |
| <input checked="" type="checkbox"/> Change Billing Retroactively <input checked="" type="checkbox"/> Change Revenue Retroactively | | | |

Instructions for setting up processing options appear in the *PeopleSoft Contracts* documentation.

Related Links

"Establishing PeopleSoft Contracts Business Units (*PeopleSoft FSCM 9.2: Contracts*)"

Contracts - Fee Definition Page

Use the Contracts - Fee Definition page (CA_BU_FEE_DEF) to enter fee definition values to be used when establishing contracts under the business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Fee Definitions

Image: Contracts - Fee Definition page

This example illustrates the fields and controls on the Contracts - Fee Definition page. You can find definitions for the fields and controls later on this page.

Instructions for defining fees appear in the *PeopleSoft Contracts documentation*. This page enables you to define criteria used in fee calculations for cost-plus contract lines. The Fee Definition page is only applicable to contracts assigned a contract classification Government and does not apply to PeopleSoft Grants awards.

Related Links

"Establishing PeopleSoft Contracts Business Units (*PeopleSoft FSCM 9.2: Contracts*)"

Project Costing Definition Page

Use the Project Costing Definition page (BUS_UNIT_TBL_PC) to set up default values for the project costing business unit. The system captures grants transactional data in the project costing business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition

Image: Project Costing Definition page

This example illustrates the fields and controls on the Project Costing Definition page. You can find definitions for the fields and controls later on this page.

| Project Costing Definition | |
|---|-------------------|
| Business Unit | EGV05 |
| Description | EDUC & GVT - BU 5 |
| Short Description | EGV05 |
| Business Unit / Project Currency Default Values | |
| Currency Code | USD |
| Incoming Transaction Rate Type | Projects BU |
| Rate Type | CRRNT |
| Unit Of Measure | |
| 'Hours Unit of Measure | MHR |
| 'Days Unit of Measure | MDY |
| Dynamic Edit Tables | |
| 'Category Edit Option | Independent |
| 'Category Edit Table | PROJ_CATG_TBL |
| 'SubCategory Edit Option | Independent |
| 'SubCategory Edit Table | PROJ_SUBCAT_TBL |
| Accounting Periods | |
| Calendar ID | 01 Monthly |
| General Ledger Business Unit | EGV05 |
| Update Open Periods | |

Instructions for setting up projects business units appear in the *PeopleSoft Project Costing documentation*.

Related Links

"Creating Project Business Units (*PeopleSoft FSCM 9.2: Project Costing*)"

Award Setup Definition Page

Use the Award Setup Definition page (GM_BU_AWD_SETUP) to set up award defaults for the PeopleSoft Grants business unit.

The underlying business unit on this page is PeopleSoft Contracts.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and Business Unit Definition

Image: Award Setup Definition page

This example illustrates the fields and controls on the Award Setup Definition page. You can find definitions for the fields and controls later on this page.

Most of the information on this page is used for populating fields on other pages when you create an award from a proposal.

Project/Grant Status

Select a status that you want the project or grant to select by default. Values are: *Approved*, *Completed*, *In Progress*, and *Proposed*.

Budget Item- Fringe

Select the budget category that you want the business unit to use for fringe benefits.

Budget Item- FA (budget category - facilities and administration)

Select the budget category that you want the business unit to use for F&A expenses.

Budget Item- Rev Est (budget category - revenue estimate)

Select the budget category that you want the business unit to use for revenue estimates.

Enable Multiple CFDA (enable multiple Catalog for Federal Domestic Assistance)

Select this option to store multiple CFDA numbers at the proposal and award levels.

Allow Multiple PI's (allow multiple principal investigators)

Select to indicate that multiple principal investigators are allowed on proposals and awards for the business unit.

Strictly Enforce Proposal Versioning Select this option to make a copied version of a proposal the system-generated NEXT. This setting is recommended for managing versions.

Add to Grants Portal Security Select to grant portal security to employees who have:

- Access rights to the Award page and the Project page, which is defined on the Grants Portal Security - Access Rights page.
- Global access, which is defined on the Grants Portal Security - Global Security Access page.
- Division access, which is defined on the Grants Portal Security - Division Access page.

When selected, rows are added to the Level 2 and Level 3 tables based on Grants portal security and the corresponding Add to Grants Portal Security check box in the Generate Award page is automatically selected. If deselected, all security must be granted manually.

Note: When this option is selected, all users that are associated with the department and division are automatically granted access to the awards and projects selected on this page. This selection eliminates the need to assign individual security using the Access Authority pages. In addition, all users who have global access receive access to the awards and projects using this process.

For more information about the role of the Add to Grants Portal Security check box in Grants Portal security, see [Understanding Grants Portal Security](#).

Days To Close

Enter the number of days you want the system to append to the end date of the proposal when it writes the end date into PeopleSoft Commitment Control. This setting allows for trailing costs. This field is optional.

Contract Options

Contract Type

Select a contract type from the list of values. Contract types are used for reporting and for determining the milestones that may be applied to a contract's revenue recognition plans and billing plans.

Contract Legal Entity

Select a legal entity from the list of entities that you established on the Define Legal Entity page. The legal entity is the legal entity within the company that owns (signs) the contract. A legal entity is required for contract activation.

Contract Status

Select the status (for example, *Pending*) that you want the contract to select by default when you are setting up the award.

The system uses this field to control all processing that occurs against a contract.

Rate Based Product

Select the product that you use most often in contract lines. The list of values for this field displays only products with a price type of *Rate* and a revenue recognition method of *As Incurred*. Products are defined on the Product Definition pages and in PeopleSoft Contracts.

Fixed Amount Product

The value that you enter here will be used to establish fixed fee contracts.

Workbench Template ID

Enter the template ID that the system uses when a user views Grants data in the Contracts Workbench for this business unit. The only templates that are available to choose from are those where *Grants* was selected in the Workbench Type field. PeopleSoft delivers the GRANTS template, which is the default template for all Grants business units.

Project Options

PC Business Unit (project costing business unit)

Select the business unit that you want to use to analyze projects. This selection also determines the business unit that the system uses for PeopleSoft Grants transactional data.

Integration Template

Select the template that defines the integration between PeopleSoft Grants and other PeopleSoft Financials applications. Each integration template that you create defines a specific set of business units from the other financial applications.

Protocol Options

Continuing Review Interval-Animal

Enter the interval of months that is needed for a renewal for an animal protocol.

Continuing Review Interval-Human

Enter the interval of months that is needed for a renewal for a human protocol.

General Ledger Options

GL Business Unit

Displays the business unit that you are using for your general ledger transactions.

Ledger Group

Select a ledger group.

If you are using the PeopleSoft Commitment Control feature for projects and the default general ledger on the integration template is using commitment control, you must select a ledger group for which you have established processing rules on the Control Budget Options pages.

However, if you are not using the PeopleSoft Commitment Control feature, then the ledger group is optional. The ledger group value, if provided, is used by the system as the default value for the budget detail lines on the Project Funding page when you run the award generation process.

Ledger

Select the ledger that you want to use. This field is enabled after you select a projects business unit, integration template, and ledger group.

Enable Proposal Approval Workflow**Trigger Status**

Identify the status that will trigger the proposal workflow approval process. If this field has a value, then the workflow is active; otherwise, workflow is not active.

Approval Status

Identify the status to assign to a workflow-approved proposal.

Billing Options**Billing Business Unit**

Select the business unit that you want to use for billing purposes.

Bill Type Identifier

Select the identifier that is used most often by the institution for billing. Select *Grants Management*, *Miscellaneous*, *Project Costing*, or any other identifier that the institution establishes for bills.

Minimum Bill Amount

Enter an amount to indicate the minimum threshold that produces a bill during post-award processing. The system disregards this amount for final invoices.

Confidence Level Setup Page




Use the Confidence Level Setup page (GM_BU_CONF_GRANT) to define confidence levels.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Confidence Level Setup

Image: Confidence Level Setup page

This example illustrates the fields and controls on the Confidence Level Setup page. You can find definitions for the fields and controls later on this page.

| Business Unit EGV05 | |
|--------------------------|---|
| Low Confidence | |
| Percent From 0 | Percent To 50  |
| Medium Confidence | |
| Percent From 51 | Percent To 75  |
| High Confidence | |
| Percent From 76 | Percent To 100  |

This page provides a visual clue as to the likelihood that a proposal will be approved. You can set up and maintain confidence levels. You can enter percentages for three confidence levels: high, medium, and low. The symbol to the right of the field appears on the Maintain Proposal - General Info page after a user enters a value in the Confidence Percent field and saves the proposal. It also appears on the My Proposals page. In addition, you can use confidence levels in your reporting.

Percent To Enter the highest percent value to which you want to set the confidence level for the low and medium categories.

Setup Level Page

Use the Setup Level page (GM_BU_DEFN) to Identify the level at which information exists.

Values that you enter here affect the award generation and workflow approval processes. For example, if you set the workflow component at the primary project level, then workflow is triggered for the components that exist in the primary project only. Otherwise, workflow will be triggered for all components within the proposal.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Setup Level

Image: Setup Level page

This example illustrates the fields and controls on the Setup Level page. You can find definitions for the fields and controls later on this page.

| Award Setup Definition | | Confidence Level Setup | | Setup Level | | Burn Rate Indicator Setup | |
|------------------------|--------------|------------------------|--|-------------|--|---------------------------|---|
| Business Unit EGV05 | | | | | | | |
| Identify level | | | | | | | |
| *Certifications | All Projects | | | | | | ▼ |
| *Dept Credits | All Projects | | | | | | ▼ |
| *Prof Credits | All Projects | | | | | | ▼ |
| *Resources | All Projects | | | | | | ▼ |
| *Subrecipients | All Projects | | | | | | ▼ |
| *Components | All Projects | | | | | | ▼ |

This page establishes the setup levels. The award generation process determines which entities (for example, certifications, credits, resources, and so on) come over from pre-award to post-award based on these settings. If you select *All Projects*, then the values that you enter at the project level for all projects will be associated with the individual projects that you establish. If you select *Primary Project Level*, then you will be able to establish values (that is, Certification, Resource, Subrecipient, and so on) only for that option within the primary project and not on the other projects.

Note: The Components field is only for the pre-awards process. You use it to identify the level of Workflow process.

Burn Rate Indicator Setup Page




Use the Burn Rate Indicator Setup page (GM_BU_BURN_INDC) to set up the burn rate indicator for spending.

Navigation

Set up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Burn Rate Indicator Setup

Image: Burn Rate Indicator Setup page

This example illustrates the fields and controls on the Burn Rate Indicator Setup page. You can find definitions for the fields and controls later on this page.

| Award Setup Definition | Confidence Level Setup | Setup Level | Burn Rate Indicator Setup |
|---|------------------------|--|---------------------------|
| Business Unit EGV05 | | | |
| Slow Burn Rate: Potential for Under Spending | | | |
| Percentage From | | Percentage To | |
| -999.00 | | -100.00  | |
| Normal Burn Rate: Average Rate of Spending | | | |
| Percent From | | Percent To | |
| -99.00 | | -75.00  | |
| Accelerated Burn Rate: Potential for Over Spending | | | |
| Percent From | | Percent To | |
| -74.00 | | 999.00  | |

Use this page to define the low, medium, and high visual cues that appear next to each award or project. This visual cue appears on the Award Summary and Project Summary pages. The burn rate percentage is calculated by comparing the percentage of funds remaining to the percentage of time remaining on the project or award. The budget end date, month end date, or as of date selected on the Award Summary or Detail Summary page controls the financial totals used to calculate the burn rate percentage.

Slow Burn Rate: Potential for Under Spending - Percentage To Enter the value that defines the burn rate from and to for slow burn rate awards and projects. The Percentage From field always displays a value of -999.10. Awards and projects that fall into this range display a yellow triangle on the Award Summary and Project Detail pages. The yellow triangle is a visual indicator to the user that the award or project has a slow burn rate and a potential for under spending.

Normal Burn Rate: Average Rate of Spending - Percent To Enter the percent to value that defines the burn rate for normal burn rate awards and projects. The Percent From field is calculated by adding 1 to the value in the Slow Burn Rate: Potential for Under Spending - Percentage To field. Awards and projects that fall into this range display a green circle on the Award Summary and Project Detail pages. The green circle is a visual indicator to the user that the award or project has a normal burn rate and an average rate of spending.

Accelerated Burn Rate: Potential for Over Spending

Displays the Percent From and Percent To values that define the burn rate for accelerated burn rate awards and projects. The Percent From field is calculated by adding 1 to the value in the Normal Burn Rate: Average Rate of Spending - Percent To field. The Percent To value always displays a value of 999.10. Awards and projects that fall into this range display a red square on the Award Summary and Project Detail pages. The red square is a visual indicator to the user that the award or project has an accelerated burn rate and a potential for over spending.

Approval/Notification Process Page

Use the Approval/Notification Process page (GM_WF_RULE) to set up workflow for proposal approval, proposal status notification, award milestone notification, and all protocol-related workflow processes.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Grants, Approval/Notification Setup.

Image: Approval/Notification Process page

This example illustrates the fields and controls on the Approval/Notification Process page. You can find definitions for the fields and controls later on this page.

| Role | Required | Perform Action | Workflow Action | Sequence | Pool List | Reassign |
|------------------------|-------------------------------------|----------------|-------------------------|----------|--------------------------|--------------------------|
| Co-PI | <input type="checkbox"/> | Notify | Email Notification Only | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Principal Investigator | <input checked="" type="checkbox"/> | Approve | Worklist Only | 1 | <input type="checkbox"/> | <input type="checkbox"/> |

The Approval/Notification process manages the approval process. The elements that appear on this page vary depending on the transaction type you select to access the page.

This table provides a description of the transaction type and workflow type.

| Function/Process | Workflow | Description |
|-----------------------------|---------------------------------|---|
| Milestone Notification | Email notification only | Sends reminder email notifications to a group of roles before the milestone due date. |
| Proposal Component Approval | Worklist and email notification | Generates a worklist and notification that requests the approval or review of a proposal. |

| Function/Process | Workflow | Description |
|-----------------------------|---------------------------------|--|
| Proposal Notification | Email notification only | Sends informational email notifications to a group of roles when the proposal status changes. |
| Protocol Approval | Worklist and email notification | Triggers the initial Protocol Approval workflow worklist when you submit a protocol. Workflow sends the worklist, email notification, or both to a group of roles. |
| Protocol Batch Notification | Email notification only | Generates email reminder notifications for meetings, continuing reviews, expirations, and renewals triggered by a user-initiated batch process. |
| Protocol Notification | Worklist and email notification | Sends a worklist/email to a group of roles when the protocol status changes. |

For the Milestone Notification Process to run, you must update the values associated with the system-delivered GM_URL. Modify the value in the URL field with your current database URL address.

For more information, see *PeopleTools: System and Server Administration*

Transaction Type

Displays the transaction type defined for each workflow solution. Values include:

- Milestone Notification
- Proposal Component Approval
- Proposal Notification
- Protocol Approval
- Protocol Batch Notification
- Protocol Notification

Workflow Type

Displays the workflow function for the workflow transaction. The value in this field is determined by the transaction type. Values includes *Worklist/Email notification*, *Email notification*, and *Worklist only*.

Description

Enter a description of the approval or notification process that you are configuring. The description can be no more than 30 characters.

Elements

Elements

Indicates the key element of the workflow.

Value

Select from the list of available values. The choices are different for each type of workflow transaction and are based on the

workflow type. For example, a list of Proposal components is available for the component approval setup, but you prompt for a list of Proposal statuses for the Proposal Status notification.

For protocol, displays a system-generated ID number for this particular rule.

Details

Click to define the detail information that is related to the current element. Each transaction type has a corresponding detail page.

Criteria

Click to specify the conditions for requiring the current element as part of the approval process. This field is only available for proposal component approval workflow.

Days Prior to Due Date

Enter the number of days before a milestone due date that you want the reminder email sent. This field is only available for milestone workflow.

Protocol Sub Type

Select *Animal*, *Human*, or *Both*. This field is available only for protocol workflow.

Routing Roles

Indicate who will be involved and what kind of action they can perform.

Role

Select one or more values from the list of user-defined roles. The list of available roles varies depending on the transaction type that you selected.

Required

Select this option to require the role to perform actions on the task. Feedback from the actions affects the approval status. If a role is set as required, then a worklist must be generated from this role. This field only applies to workflow types Worklist/Email and Worklist Only.

Perform Action

Select the kind of action that is performed by the role of the user. Values include *Approve*, *Notify*, and *Review*. This field is applied to workflow type Worklist/Email only.

Workflow Action

Select the kind of workflow that is generated and the type of workflow that you will be receiving. Values include *Email Notification Only*, *Worklist Only*, and *Worklist/Email*. This field is applied to workflow type Worklist/Email only.

Sequence

Enter the order in which the role receives the workflow. You can enter same priority numbers so that all roles will receive the workflow simultaneously, or use any combination of numbers. This field is applied to workflow type Worklist/Email only.

Pool List

Select this option to permit only one person from this role to perform an action. The work item exempts other persons in the

same role from having to perform the action also. This field is applied to workflow type Worklist/Email only.

Reassign

Select this option if workers can reassign the work item. This field is applied to workflow type Worklist/Email only.

Milestone Notification - Details Page

Use the Milestone Notification - Details page (GM_WF_RULE_CM) to define the detail information that is related to the current element.

This page is available after selecting the Milestone Notification or Proposal Notification transaction type.

Navigation

Click Details on the Approval/Notification Process page.

Image: Milestone Notification - Details page

This example illustrates the fields and controls on the Milestone Notification - Details page. You can find definitions for the fields and controls later on this page.

| Details | |
|--------------------------|---|
| Element | Award Milestone |
| Value | BILL |
| Notification Text | <div> This is a notification being sent 30 days prior to the due date. Thank you for your prompt attention to this. </div> |

Notification Text

Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.

Proposal Component - Approval Definition Page

Use the Proposal Component - Approval Definition page (GM_WF_APPR_DTL) to define the detail information that is related to the current element.

This page is available after selecting the Proposal Component Approval transaction type.

Navigation

Click Details on the Approval/Notification Process page.

Image: Proposal Component - Approval Definition page

This example illustrates the fields and controls on the Proposal Component - Approval Definition page. You can find definitions for the fields and controls later on this page.

This page is available with workflow transaction type Proposal Component Approval.

Required Approval Process

Select this option if all proposals within the current business unit are required for this component approval process.

Notify When Status Changes

Select this option if the user role wants to receive an email notification when the component status changes.

Self Approval

Select this option to have the work item immediately approved if the work item generator and the receiver are the same person. If this option is not selected, the generator receives a worklist.

Approval Initiator Role

The group of people that manage and monitor the approval process. They are responsible for resubmitting the component in case the component is sent back for modification by the approver.

Note: You need to identify this role; these are the people who can edit the project or budget in case it is sent back. The Proposal/Project/Budget appears only for others during the approval process.

Approval System Administrator

Unclaimed worklists will go to the approval system administrator that you select. Select one approval system administrator for the entire system.

Protocol Approval - Details Page

Use the Protocol Approval - Details page (GM_WF_RULE_PCL_PT) to define the detail information that is related to the current element.

This page is available after selecting the Protocol Approval transaction type.

Navigation

Click Details on the Approval/Notification Process page.

Image: Protocol Approval - Details page

This example illustrates the fields and controls on the Protocol Approval - Details page. You can find definitions for the fields and controls later on this page.

| Element | Value |
|-------------------|---|
| Protocol Approval | 0001 |
| Review Type | Exempt |
| Protocol Status | Pending |
| Notification Text | The protocol has been assigned for Exempt Review. Please review it and issue a disposition. |

Review Type

Select a value that represents the level of review for this protocol. Values include:

- *Exempt*: Indicates that the protocol does not require full committee review and may need only an IO or committee chair's review or approval.
- *Expedited*: Requires only review or approval by one or more individuals who are assigned as the reviewer on the Committee Setup page.
- *Full*: Requires committee review.
- *Blank*: Indicates that this field does not apply for this rule.

Protocol Status

Select a status for which this rule applies. If no value is selected, this field does not apply for this rule.

Notification Text

Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.

Protocol Batch Notification - Details Page

Use the Protocol Batch Notification - Details page (GM_WF_RULE_PCL_BT) to define the detail information that is related to the current element.

This page is available after selecting the Protocol Batch Notification transaction type.

Navigation

Click Details on the Approval/Notification Process page.

Image: Protocol Batch Notification - Details page

This example illustrates the fields and controls on the Protocol Batch Notification - Details page. You can find definitions for the fields and controls later on this page.

Details

Element Protocol Batch Notification Value 0001

Protocol Status Pending

System Notify

Date Type Committee meeting Reminder Days Prior to Due Day 7

Description

Notification Text Please review the protocol before the committee meeting.

Protocol Status

Select a status for this rule. If no value is selected, this field does not apply for this rule.

Date Type

This field is required for workflow notifications that are triggered by a batch process, and it also identifies the type of notification that is selected. Workflow uses the days before the due date to determine when to send notifications. Values include:

- *Expiration:* Workflow uses the protocol end date as a reference.
- *Renewal:* Workflow uses the protocol end date as a reference.
- *Continuing Review:* Workflow uses the next continuing review date as a reference.
- *Committee Meeting:* Workflow uses the meeting ID/Date and Protocol Administration page as the reference.

Days Prior to Due Day

Enter a whole number in the field to indicate how many days before the reference date (Date Type) an email notification should be sent.

Notification Text

Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.

Protocol Notification - Details Page

Use the Protocol Notification - Details page (GM_WF_RULE_PCL_PN) to define the detail information that is related to the current element.

This page is available after selecting the Protocol Notification transaction type.

Navigation

Click Details on the Approval/Notification Process page.

Image: Protocol Notification - Details page

This example illustrates the fields and controls on the Protocol Notification - Details page. You can find definitions for the fields and controls later on this page.

Protocol Status

Select a status for which this rule applies. If no value is selected, this field does not apply for this rule.

Disposition

Workflow uses the Committee Meeting Notes Disposition page for the final decision on a fully reviewed protocol. The approver or committee can issue the disposition to approve, deny, or return the protocol. If no disposition is selected, then the Event region is hidden. Values include:

- *Blank*
- *Approved*
- *Denied*
- *Returned*

Notification Text

Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.

Event**None**

The default is *None*.

Adverse Event

Select this option if you selected the flag on the protocol to have workflow notify the individuals who are listed.

Student PI

Select this option and one or all of the flags on the rule and in the protocol to have workflow notify the individuals who are listed.

Prisoner

Select this option and one or all of the flags on the rule and in the protocol to have workflow notify the individuals who are listed.

Children

Select this option and one or all of the flags on the rule and in the protocol to have workflow notify the individuals who are listed.

Criteria Definition Page

Use the Criteria Definition page (GM_WF_CRITERIA) to identify the criteria and rules that apply to a proposal component.

Also, set up the rules by identifying the scenario based on the business process and select a PeopleTools component, record, and field that apply to the scenario. This page is available after selecting the Proposal Component Approval transaction type.

Navigation

Click Criteria on the Approval/Notification Process page.

Image: Criteria Definition page

This example illustrates the fields and controls on the Criteria Definition page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Criteria Definition' page. At the top, it displays 'Element: Proposal Components' and 'Value: ADMINISTRATIVE'. Below this is the 'Workflow Condition' section, which includes a 'Find' button, 'View All', 'First', '1 of 1', and 'Last' navigation links. The 'Workflow Condition' section contains fields for 'Condition ID', 'Description', and 'Component Name'. Below this is the 'Monetary Criteria' section, which includes fields for 'Amount Record', 'Currency Field', 'Criteria Operator', 'Amount', 'Currency Code', 'Amount Field Name', and 'Exchange Rate Type'. At the bottom is the 'Other Criteria' section, which includes a table for defining conditions. The table has columns for 'Record (Table) Name', 'Field Name', 'Operator', and 'Value'. The table is currently empty.

Use this page to set up one or more conditions for each criterion. This page is only available with workflow transaction type Proposal Component. Note that:

- A criterion is considered as true if any condition is met.
The current component is inserted in the proposal as part of the required approval path.
- The component is removed from the proposal if you update the proposal and the condition is no longer met.
- All values within a condition must be satisfied to consider the condition met.
- All the records and fields that are identified on this page must exist in the selected PeopleTools component (GM_PROPOSAL or GM_BUD_LINE_SUM).

Warning! If any the records and fields are not in the PeopleTools component (GM_PROPOSAL or GM_BUD_LINE_SUM), then Workflow will not work.

Note: To enter data in the prompt table for *Amount Record* and *Record (Table) Name*, show the Content (Workflow Components) page by deselecting *Hide from portal navigation* on the Content Ref Administration page (PORTAL_CREF_ADM).

Condition ID Displays a system-generated value.

Component Name Select a component name. The criteria editing process is triggered in two PeopleTools components:

- GM_PROPOSAL
- GM_BUD_LINE_SUM

Note: The PeopleTools component determines the prompt tables for *Amount Record* and *Record (Table) Name*. We deliver the information as system data. You can add values to these tables by adding values to the respective PeopleTools component.

Monetary Criteria

You can select an amount field and identify the amount limit in a specific currency code and exchange rate as part of the condition.

| | |
|---------------------------|--|
| Amount Record | Select a record from available values. PeopleSoft Grants delivers the prompt table values as system data. |
| Amount Field Name | Select a field that is in a number or amount format within the amount record. |
| Currency Field | Select a currency code. |
| Criteria Operator | Select <i>Greater Than</i> , <i>Less Than</i> , or <i>Between</i> . |
| Amount | Enter the amount limit. If you selected <i>Between</i> as the Criteria Operator, the second Amount field is available. |
| Currency Code | Enter the currency code for the amount, for example, USD (U.S. dollars). |
| Exchange Rate Type | Select an exchange rate type if you want the amount converted into a different currency. |

Other Criteria

Define other non-amount criteria.

| | |
|----------------------------|---|
| Record (Table) Name | Select a record from available values. PeopleSoft Grants delivers the prompt table values as system data. |
|----------------------------|---|

Note: To enter data in the prompt table, show the Content (Workflow Components) page by deselecting *Hide from portal navigation* on the Content Ref Administration page (PROTAL_CREF_ADM).

| | |
|------------------------|--|
| Field Name | Select the field name from available values. |
| Operator | Select an operator function, for example, <i>Equals</i> , <i>Less Than</i> , or <i>Not Equal</i> . |
| Value and Value | Enter a value associated with the record name that you selected. For example, if you select DEPTID, then the value could be equal to 410000. |

Note: If the record field has a character string format, place single quotes around the string.

Project Costing Options Page

Use the Project Costing Options page (BUS_UNIT_OPT_PC) to establish the resource fields that the system requires when you enter grants-related information within PeopleSoft feeder systems along with waived F&A costing methods.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options

Image: Project Costing Options page

This example illustrates the fields and controls on the Project Costing Options page. You can find definitions for the fields and controls later on this page.

| Project Costing Options | | Primavera | Microsoft Project | Budget Alerts | Budget Row Versioning | Asset Integration Rules | Interest Calculation | |
|--|--|---|-------------------|---------------|-----------------------|-------------------------|----------------------|--|
| Project Business Unit | | EGV05 | | | | | | |
| Description | | EDUC & GVT - BU 5 | | | | | | |
| Time and Labor Interface | | <input type="checkbox"/> Time and Labor Actuals <input type="checkbox"/> Time and Labor Estimates <input type="checkbox"/> Time and Labor Contractor <input type="checkbox"/> Time and Labor for Billing *Reconciliation Method: Do not Reconcile Summary Level: BU, Project, Activity | | | | | | |
| Enforce Team | | <input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team <input type="radio"/> Project Resource Pools Only <input type="radio"/> Project Activity Resource Pool <input type="radio"/> Decide at the Project Level | | | | | | |
| Percent Complete | | *Calculation Method: Manual *Summary Method: None *Retain History: Weekly | | | | | | |
| Commitment Control Reversals | | Ledger Group: <input type="text"/> Requisition Source Type: <input type="text"/> Purchase Order Source Type: <input type="text"/> | | | | | | |
| Integration Default Role Values | | Default Project Role: <input type="text"/> Project Manager Role: PROJ MANAGER | | | | | | |
| ChartField Editing | | <input type="checkbox"/> Edit Combinations | | | | | | |
| Pricing Options | | <input checked="" type="checkbox"/> Cost <input checked="" type="checkbox"/> Billing <input type="checkbox"/> Revenue | | | | | | |
| Waived Facilities and Administrative Calculation | | <input checked="" type="radio"/> Institution Minus Funded <input type="radio"/> Sponsor Minus Funded | | | | | | |
| Budget Item Defaults | | Revenue Budget Item: REVEST Labor Budget Item: LABOR Material Budget Item: MATER Asset Budget Item: EQUIP | | | | | | |
| Input Control | | Business Unit, Project, Activity: Optional Source Type: Optional Category: Optional SubCategory: Optional | | | | | | |
| Work Breakdown Structure | | Number of Levels: 9 | | | | | | |
| Funds Distribution Options | | <input type="checkbox"/> Group Target Definitions | | | | | | |
| Contracts Workbench Template | | Workbench Template ID: PROJECTS | | | | | | |

Waived Facilities and Administrative Calculation Select either *Institution Minus Funded* or *Sponsor Minus Budget* to tell the system how you want to calculate waived and cost-shared F&A amounts. The system uses this option only if you

choose to compute waived or cost shared amounts on the F&A Options page.

Workbench Template ID

Enter the template ID that the system uses when a user views Project Costing data in the Contracts Workbench for this business unit. The only templates that are available to choose from are those where *Project Costing* was selected in the Workbench Type field. PeopleSoft delivers the PROJECTS template, which is the default template for all Project Costing business units.

Instructions about defining projects options appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Creating Project Business Units (*PeopleSoft FSCM 9.2: Project Costing*)"
[Establishing F&A and Direct-Cost Cost-Sharing Options](#)

Establishing F&A and Direct-Cost Cost-Sharing Options

To establish F&A options, use the FA Options (GM_FA_OPTIONS) component.

This section provides overviews of F&A processing and direct-cost cost sharing, and discusses how to:

- Establish F&A options.
- Establish F&A offsets.
- Establish direct-cost cost sharing.

Pages Used to Establish F&A and Direct-Cost Cost-Sharing Options

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--------------------------|------------------------|---|---|
| Facilities Admin Options | GM_FA_OPTIONS | Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options | Establish default F&A information that is used by the F&A process. |
| Facilities Admin Offsets | GM_FA_OFFSET | Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets | Establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates. |

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------------|-------------------------------|---|---|
| Installation Options - Grants | INSTALLATION_CSR | Set Up Financials/Supply Chain, Install, Installation Options, Grants | Establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing features. This page is also used to indicate that you can include optional attachments, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report. |

Understanding F&A Processing

This section discusses:

- F&A processing basics.
- Processing options.
- F&A base account tree.
- Tree definition and properties.

F&A Processing Basics

We deliver PeopleSoft Grants with a process that calculates and stores F&A costs, user-definable F&A base types, and effective-dated F&A rates. This process calculates F&A on the applicable sponsor-funded amounts as well as any waived and cost-shared F&A amounts.

F&A is synonymous with indirect costs or overhead. Some examples of F&A categories include travel, subcontracts, rent, salaries, and so on.

Facilities can be defined as depreciation and use allowances, interest on debt that is associated with certain buildings, equipment and capital improvements, operation and maintenance expenses, and library expenses.

Administration is defined as general administration and general expenses, departmental administration, sponsored projects administration, and student administration and services.

The base type on which F&A is awarded is typically Modified Total Direct Costs (MTDC). The base is significant in that it identifies the direct costs on which F&A can be charged.

For the F&A process to function properly in PeopleSoft Grants, you need to define several items:

- F&A base tree
- F&A options
- F&A offsets

Processing Options

PeopleSoft Grants provides various options for processing F&A expenses. It enables you to establish effective-dated rates, define the bases, and initiate three distinct computations. The key computation is Sponsor Facilities and Administration (SFA). This computation is fed to PeopleSoft General Ledger and billed. The other two optional computations include Waived Facilities and Administration (WFA) and Cost Share Facilities and Administration (CFA). You can establish the F&A definitions at the institution, the sponsor, or the award level.

For the F&A process (GM_GMFACS) to function correctly, complete these initial setup steps:

- After you fully define the chart of accounts, establish an F&A base account tree that includes all of the expense accounts under the appropriate node representing the F&A base type that is being used.

The F&A process uses these nodes as the basis for calculation. The base node that you identify on this tree must be exactly the same value as the F&A base that you enter on the Project Activity F&A Rates page.

- Establish default F&A information, calculation methods, and ChartField editing combinations on the Facilities Admin Options page.
- Establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates on the Facilities Admin Offsets page.

The F&A process looks at the business unit and project that is on the transaction line to determine the departments that are associated with the project or grant. You assign department percentages to the project on the Project Department page (select Grants, Awards, Project, Project Department). The percentages must total 100 percent.

F&A Base Account Tree

The sole function of the F&A base tree is to calculate F&A expenses based on actual expenses that post to the accounts that are identified on the tree. This process happens during the post-award phase. You need to define a tree with node values that represent each base type that you are using, including:

- TDC (Total Direct Costs).
- MTDC (Modified Total Direct Costs).

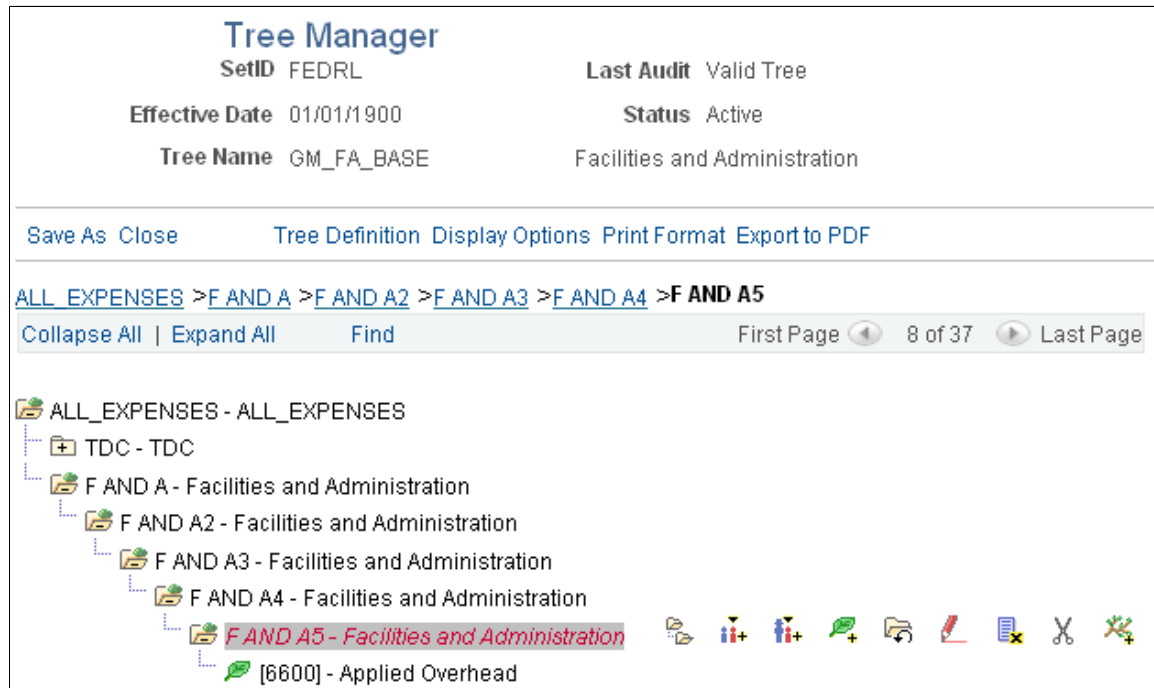
However you set up your tree, the base node values that you assign on the tree must also be the same base node values that you indicate on your F&A setup pages. If the value does not match, the system cannot find the base node to use to calculate F&A, and your F&A process will not function correctly.

PeopleSoft Grants delivers a sample F&A base tree that you can refer to as a model. It is delivered under the FEDRL SetID. The tree name is GM_FA_BASE.

To access this tree, select Tree Manager, Tree Manager.

Image: Example of the GM_FA_BASE tree

This example illustrates the fields and controls on the Example of the GM_FA_BASE tree. You can find definitions for the fields and controls later on this page.



If the institution has exclusionary accounts or identical accounts in different nodes, you can create a tree with duplicate account values. To establish this type of tree, click Tree Definition on the Tree Manager page. Then, select the Allow Duplicate Detail Values check box on the Tree Definition and Properties page.

Tree Definition and Properties

The following example illustrates the Tree Definition and Properties page.

Image: Example of the Tree Definition and Properties page

This example illustrates the fields and controls on the Example of the Tree Definition and Properties page. You can find definitions for the fields and controls later on this page.

Tree Definition and Properties

*Tree Name: GM_FA_BASE

*Structure ID: ACCOUNT

*Effective Date: 01/01/1900

*Status: Active

*Description: Facilities and Administration

*Category: DEFAULT

*Use of Levels: Strictly Enforced

*SetID: FEDRL

[Define Tree Levels](#)
[Performance Options](#)

Audits

☐ All Detail Values in this Tree
☐ Allow Duplicate Detail Values

Perform Audits

Item Counts

Node Count: 18
Leaf Count: 19
Level Count: 6
Branch Count: 0

Warning! Typically, you should not have to duplicate detail values within a tree, and you can preclude people from creating them. If duplicate values are allowed, do *not* assign different rate types within the same project activity to bases that contain the same accounts. If you do, the F&A calculations will be incorrect.

Related Links

PeopleTools PeopleBook: PeopleSoft Tree Manager

Understanding Direct-Cost Cost Sharing

Organizations may frequently need to calculate cost-sharing percentages and distribute them among departments, other units, or internal business units and external agencies. PeopleSoft Grants enables you to budget for a number of cost-sharing relationships. You can also calculate F&A rates at the expenditure level and differentiate between sponsor expenditures and institution cost sharing.

Cost sharing represents the portion of the research or project that is not funded by the sponsor. For example, an institution may decide to contribute funds or resources to support a project in addition to the amount that is awarded by the sponsor.

In some instances, awarding sponsors expect or require recipients to contribute a certain dollar amount or percentage of the award as a precondition for their support. PeopleSoft Grants enables you to track direct cost-shared amounts, F&A cost-shared amounts, and waived F&A amounts.

To implement cost sharing, you must define direct cost sharing by the ChartField combinations that you establish on the Facilities Admin Options page. You can select one or more ChartFields to designate the ChartFields that constitute cost sharing, for example:

- Class
- Department
- Fund
- Program

After you select a ChartField, you must select values for the From Value and To Value fields.

For example, if you select *Fund* as the cost-sharing ChartField and then select a range (*F250 / F260*), the system considers each transaction that is coded with fund *F250* through *F260* as cost shared.

If you enter more than one cost-sharing ChartField, (for example, fund *F250* and department *90280*), the system recognizes the transaction as being cost shared only if the transaction references both (or all) ChartFields. If more than one ChartField value is specified (for example, department ID *90280* and *90000*), then the system treats this as an OR situation, meaning that as long as one of the values is referenced, the transaction is deemed cost shared.

For example, to enter a 2,000.00 USD salary transaction with 50 percent cost sharing, you would:

1. Define cost sharing by using a fund value of *100*.
2. Code one salary line for 1,000.00 USD to the normal account, department, and fund.
3. Code the second, or cost-shared, line for 1,000.00 USD to fund *100* to distinguish it as a cost-shared line.

When the two lines come into PeopleSoft Project Costing, the cost-shared line, which is based on its fund of *100*, is assigned a unique analysis type. You can use the analysis type for reporting, analysis, and billing purposes.

When you run the award generation process, the system computes the cost-sharing amount to be brought forward into the award by using the percentages that you set up within the pre-award environment. When you establish the post-award budget, you should verify that the cost-sharing totals that are brought forward are for the amount that you want, and make any adjustments that may be necessary due to rounding.

Note: ChartField values that are used for cost share cannot be used for reimbursable/funded dollars.

Facilities Admin Options Page

Use the Facilities Admin Options page (GM_FA_OPTIONS) to establish default F&A information that is used by the F&A process.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options

Image: Facilities Admin Options page

This example illustrates the fields and controls on the Facilities Admin Options page. You can find definitions for the fields and controls later on this page.

Exclude Project From Offsets

Select this option if you want to exclude the project from the F&A offset rows created by the F&A process. If you do not select Exclude Project From Offsets, the F&A rows inherit the project from the original direct cost line being burdened.

Account

Select the expense account that you want to use when F&A lines are created. All the other ChartField values in the F&A lines are inherited from the original transaction line on which F&A is being burdened.

Distribution Code

Displays the distribution code. This value defines the F&A Offset account that is to be used in F&A processing. This value should be a revenue account.

Template

Select the journal template that you want to use to feed the F&A accounting entries from PeopleSoft Grants to PeopleSoft General Ledger.

FA Budget Checking (facilities and administration budget checking)

Select the type of F&A transaction lines that will be budget checked.

Tree SetID

Select the SetID or business unit that you want the system to use as a base for calculating F&A expenses.

| | |
|---|---|
| Tree Name | Select the account on the tree that you want the system to use to determine the F&A base amounts when the system calculates F&A. |
| FA Calculation Options (facilities and administration calculation options) | <p>The options that you select here enable the institution to choose the types of F&A that you want to calculate and maintain in PeopleSoft Grants. Options are:</p> <p><i>Sponsor:</i> This value is always selected and cannot be deselected.</p> <p>Sponsor F&A costs are stored in both the Project Resource table (PROJ_RESOURCE) and in PeopleSoft General Ledger.</p> <p><i>Waived and Cost Shared:</i> These are optional computations and are stored only within the Project Resource table.</p> |
| CS ChartField (cost-sharing ChartField) | Indicate the values for the ChartFields that identify transactions as cost sharing when they are used (for example, <i>FUND_CODE</i>). |
| From Value | <p>Select the ChartField value that you want to designate for cost-shared transactions.</p> <p>When the line comes into PeopleSoft Project Costing, the cost-shared line is assigned a unique analysis type for reporting, analysis, and billing purposes.</p> |
| To Value | <p>Select a value that is greater than the one that is entered in the From Value field to code cost-shared transactions to a range of values.</p> <p>The system does not accept a value that is less than the one in the From Value field.</p> <p>To code cost-shared transactions to only one department, class, fund, or program, enter the same value that is in the From Value field.</p> |

Note: If the institution uses a combination of ChartFields and values to define what combinations constitute cost sharing, enter multiple cost-sharing ChartFields and *from* and *to* values.

Related Links

[Installation Options - Grants Page](#)

Facilities Admin Offsets Page

Use the Facilities Admin Offsets page (GM_FA_OFFSET) to establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets

Image: Facilities Admin Offsets page

This example illustrates the fields and controls on the Facilities Admin Offsets page. You can find definitions for the fields and controls later on this page.

| Department | Operating Unit | Fund Code | Dept | Program Code | Class Field | Budget Reference | Product | Affiliate | Fund Affiliate | Operating Unit Affiliate |
|------------|----------------|-----------|-------|--------------|-------------|------------------|---------|-----------|----------------|--------------------------|
| 22000 | CALIF | F100 | 20000 | | | | | | | |
| 41000 | | F200 | 27000 | | | | | | | |

FA Offset

Department, Operating Unit, Fund Code, Dept, Program Code, Class Field, Budget Reference, Product, Affiliate, Fund Affiliate, and Operating Unit Affiliate

At the project level, you identify the departments and the percentage share associated with each of them. The F&A process then looks to the F&A Options page to identify the offsetting chartfields that you associate with each department.

Within this page, you identify for each department the offsetting chartfields that should be used in creating the Offset F&A Account (OFA, or revenue) lines associated with the F&A transactional processing.

For each field, select a value to which you want the system to offset F&A transactions. The Department field is the F&A department. Enter any department ID from the department chartfield in the Dept field that is located to the right of the Fund Code.

Note: For searches, the system uses the value that you enter for the first department ID.

Installation Options - Grants Page

Use the Installation Options - Grants page (INSTALLATION_CSR) to establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing features.

This page is also used to indicate that you can include optional attachments, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Grants

Image: Installation Options - Grants page

This example illustrates the fields and controls on the Installation Options - Grants page. You can find definitions for the fields and controls later on this page.

Use the Cost Sharing Analysis Types group box to establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing feature.

This table lists some of the cost-sharing analysis types that are defined for specific feeder systems and delivered with PeopleSoft Grants:

| Feeder System | Cost-Sharing Analysis Type |
|-----------------------------------|-----------------------------------|
| Accounts Payable | CAC |
| General Ledger | CGE |
| Budget | CBU |
| Purchasing - Purchase Orders | CCO |
| Time & Labor | CPY |
| Purchasing - Close Adjustment | CAJ |
| Purchasing - Commitment Reversal | CCR |
| Purchasing - Requisition Reversal | CQR |

Based on the feeder systems in which the transactions originated, the system automatically assigns a cost-sharing analysis type to a transaction that includes designated cost-sharing ChartFields.

This table lists feeder systems and the fields to which they correspond on the Installation Options - Grants page:

| Feeder System | Field |
|------------------------------------|-----------------|
| Accounts Payable | Cst Shr AP |
| Expenses | Cst Sh EX |
| Grants Budget | Cst Shr GM-Bud |
| Inventory | Cst Shr IN |
| Order Management | Cst Shr OM |
| Purchasing - Close Adjustments | CS/PO-Close Adj |
| Purchasing - Commitment Reversals | CS/PO-COM Rev |
| Purchasing - Purchase Orders | CS/PO - PO |
| Purchasing - Requisitions | CS/PO-REQ |
| Purchasing - Requisition Reversals | CS/PO-REQ Rev |
| Time & Labor Actuals | CS/TL-Actual |
| Time & Labor Billing Estimate | CS/TL-Bill Est |
| Time & Labor Estimate | CS/TL - Est |
| Time & Labor Contractors | Cst Shr TL Con |
| Time & Expense Time | Cst Shr TE Time |

By assigning a distinct analysis type to cost-shared transactions, PeopleSoft Grants enables you to track the feeder systems from which the cost-sharing transactions originated. PeopleSoft Grants also enables to calculate and track F&A expenses on cost-shared amounts.

Note: The system assigns all cost-sharing F&A costs with an analysis type of CFA (Cost-Sharing Facilities and Administration). To activate the cost-shared F&A calculation, navigate to the Facilities Admin Options page (select Setup Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options) and select the Cost Shared check box. When this is activated, the system calculates F&A on direct cost-shared amounts (assuming that the accounts are in the F&A base) with an analysis type of CFA.

The system uses either the institution's F&A rate or sponsor's F&A rate for calculating the cost-sharing F&A. To determine which rate to use, the system looks at the Waived FA Calc Method group box on the Project Activity - Definition page (select Grants, Awards, Project Activity, Definition). If the Institution Minus Funded check box is selected, the system uses the institution's F&A rate for calculating the cost-sharing F&A. If the Sponsor Minus Funded check box is selected, the system uses the sponsor's F&A rate for calculating the cost-sharing F&A.

Related Links

[Establishing F&A and Direct-Cost Cost-Sharing Options](#)

Understanding PeopleSoft Grants Security

Understanding PeopleSoft Grants Security

These topics discuss PeopleSoft Grants security.

PeopleSoft Grants Security

To set up grants security, use the Grants Security (GM_SEC_OPR) component.

This section discusses:

- Multilevel security.
- Security by department and user ID.
- ChartField security.

Multilevel Security

PeopleSoft Grants uses multilevel security.

Use the security setup pages in PeopleTools to provide access to the data, functions, and pages that enable users to perform their work. To define security for the organization, you must:

- Define permission lists.
- Set up user roles.
- Assign permission lists to roles.

PeopleSoft Grants supports user security, which enables you to limit access to specific PeopleSoft Grants proposals based on the user and department. Therefore, a user can possibly have access to a subset of all of the proposals that may be stored in the system. This security feature augments the normal PeopleSoft security based on the user class, which defines the menus and components that are available to a given user ID.

By default, if you have not set up department-level security, users have access only to their own proposals. That is, they can access a proposal only if these conditions are met:

- Their user ID has an employee ID associated with it.
- They have used their employee ID to identify the principal investigator for the proposal or any one of its projects.

You can associate each user ID with an employee ID (EMPLID) when you create it.

Security by Department and User ID

Establish PeopleSoft Grants security by setting up a series of associations that limit or provide user access to components. Set up these associations by linking user IDs with a security tree node that represents a department or group of departments. When a user attempts to open a component, the system examines the associations between that user's ID and user class. If you have established appropriate links, the user can open the pages. Additionally, the search records for each component enable the user to access only the records that have departments that are associated with the security tree.

Note: The pages that are listed in this procedure are fully documented in PeopleTools documentation.

To set up security by Department ID:

1. Create a new role by selecting PeopleTools, Security, Permissions & Roles, Roles.

You can create as many roles as necessary. You should create a role for every set of users that needs a different level of security access to the data.

We deliver a user role "Grants Super User" as system data. This role is associated with the Proposal Approval process. Users who have this role assigned can edit the Proposal/Project/Budget when the proposal is sent back by the approver. A grants super user can terminate the approval process by updating the proposal status and can access and act on other Approver/Reviewer's work items.

2. Create user IDs and assign roles to user IDs by selecting PeopleTools, Security, User Profiles, User Profiles.

Note: Be sure to assign a valid employee ID. This ID will be matched with the principal investigator who is designated for each proposal or proposal project to determine which proposals can be accessed by this user when no department-level access is specified.

3. Define the grants security tree by selecting Tree Manager, Tree Manager.

Set up the security tree based on an analysis of business processes within the organization. If a department tree already exists and mirrors a department hierarchy that would provide the appropriate coverage for security needs, you should copy that tree.

Note: The department security tree *must* be a node-oriented tree. That is, each node on the tree must represent a valid department that exists in the Department table (DEPARTMENT_TBL). When you define the detail tree structure, make sure that the node record equals the Department table and the field equals Department ID (DEPTID).

4. Assign an object group to a permission list by selecting PeopleTools, Security, Permissions & Roles, Permission Lists.
5. Define operator security by selecting Set Up Financials/Supply Chain, Security, Grants Security, Grants Operator Security.

Select the tree setID, tree name, and effective date of the tree. In the lower section of the page, select the department designation and access code. You can enter as many departments as you need.

6. Change the search records for PeopleSoft Grants components by selecting PeopleTools, Application Designer, File, Open, Components.

The search record that we deliver for these proposal components provides principal investigator and department-level security. Currently, the search records that are defined subsequently are delivered with the system. You can replace these security search records if you require a different security scheme.

This table lists the menu navigations, components, and search records that are used in PeopleSoft Grants proposals:

| Menu Navigation | Component | Search Record |
|--|--------------------|----------------------|
| Grants, Proposals, Maintain Proposal | GM_PROPOSAL | GM_PROP_SRCH |
| Grants, Proposals, Enter Budget Detail | GM_BUD_LINE_SUM | GM_BUD_PD_SRCH |
| Grants, Proposals, Submit Proposal | GM_PROP_SUBMISSION | GM_PROP_SRCH |
| Grants, Proposals, Get Application List | GM_WEB_APPLICATION | INSTALLATION |
| Grants, Proposals, Print Proposal | GM_PROP_PRINT_REQ | GM_PROP_PRN_REQ |
| Grants, Proposals, Generate Award | GM_PROP_PRINT_REQ | GM_PROP_PRN_REQ |
| Grants, Proposals, Copy Proposal | GM_BUD_PPSL_CPY | GM_PROP_SRCH |
| Grants, Proposals, Copy Proposal Version | GM_BUD_PPSL_V_CPY | GM_PROP_DR_SRCH |
| Grants, Proposals, Copy Budget Period | GM_BUD_PD_CPY | GM_BUD_PD_SRCH |
| Grants, Proposals, Review Pre-Award Budget | GM_BUD_INQ | GM_PROP_SRCH |
| Grants, Proposals, Review Proposal Audit Logs | GM_AU_PROPOSAL | GM_PROPOSAL |
| Grants, Proposals, Proposal Component Approval | GM_COMP_APPROVAL | GM_PROP_APP_SRH |

Note: You can give users access to specific proposals by listing them on the Maintain Proposal - Resources page with the role type of *Authorized Personnel* (click the Details button next to the Role field). The role type of *Authorized Personnel* gives security access to proposals, but this role does not print on any proposal form outputs.

ChartField Security

PeopleSoft ChartField security provides a flexible, rule-based approach to administer security at the data level. ChartField security is supported in PeopleSoft Grants Management and across other PeopleSoft Financial and Supply Chain Management (FSCM) applications. The ChartField security feature prevents unauthorized employees and contractors from viewing and editing sensitive financial data by restricting access to data stored with specific ChartField values.

The primary features for ChartField security are:

- Enforce security rules by user, role, or permission list.
- Enable ChartField security for all products or selectively by product.
- Enable or disable ChartField security selectively by component.
- Define rules to accommodate end-user areas of responsibility.
- Refine access rules by product feature or component.
- Support super user access to minimize setup.
- Define components as exceptions to override security rules.

In PeopleSoft Grants Management, all proposal components and components that use Grants department security do not support ChartField security.

For more information, see the *PeopleSoft Application Fundamentals* documentation.

Related Links

"Securing ChartFields for PeopleSoft Grants Management (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Chapter 5

Structuring PeopleSoft Grants

Structuring PeopleSoft Grants

These topics provide an overview of PeopleSoft Grants implementation and discuss how to:

- Establish institution controls.
 - Establish sponsor controls.
 - Establish professional controls.
 - Establish proposal controls.
 - Establish milestones.
 - Set up the PeopleSoft Grants forms printing solution.
-

Understanding PeopleSoft Grants Implementation

Before you can use PeopleSoft Grants, you must establish the basic information that the system uses in its processing. Most of the implementation procedures are onetime sequences of data entry that provide the system with core information about the institution, professional researchers, and sponsors.

This section discusses:

- PeopleSoft Grants ChartFields.
- Commitment control setup steps for PeopleSoft Grants.
- Journal Generator setup for PeopleSoft Grants processing.
- System-delivered budget items.
- Consortium budget item usage.
- Activity types.
- Analysis types and groups.
- Resource types, categories, subcategories, and groups.
- Transactions.
- Accounting rules.
- Integration templates.

- Award and project controls.
- Locations.
- Products.
- Billing cycle date ranges.

PeopleSoft Grants ChartFields

PeopleSoft Grants delivers these charts of accounts:

- Fund
- Department
- Program
- Class
- Account
- Budget Period
- Project/Grant
- Statistical Code
- Affiliate
- Scenario

Note: Configurations to ChartFields require supporting modifications to the PeopleSoft Grants F&A (Facilities and Administration) application engine process (GMFACS), which calculates overhead based on PeopleSoft Project Costing transactions.

This table provides information about these ChartFields:

| ChartField Name | Size | Valid Values Table | Required | Definition | Reusable |
|------------------------|-------------|---------------------------|-----------------|---|-----------------|
| Fund FUND_CODE | 5 | FUND_TBL | No | Identifies the fiscal and accounting entity that is established to segregate financial resources. | Yes |
| Department DEPTID | 10 | DEPARTMENT _ TBL | No | Indicates who is responsible for or affected by the transaction. | Yes |

| ChartField Name | Size | Valid Values Table | Required | Definition | Reusable |
|------------------------------------|-------------|---------------------------|-----------------|--|-----------------|
| Program PROGRAM_CODE | 5 | PRGRAM_TBL | No | Captures additional information that is used for program accounting. | Yes |
| Class CLASS_FLD | 5 | CLASS_TBL | No | Captures additional information to suit the institution. | Yes |
| Account ACCOUNT | 6 | GL_ACCOUNT_TBL | Yes | Classifies the nature of the transaction. | Yes |
| Budget Period BUDGET_PERIOD | 4 | BUDGET_PERIOD | Yes | Identifies the period of the transaction. | No |
| Project/Grant PROJECT_ID | 15 | PROJECT_HEADER | No | Captures additional information that is used for projects and grants accounting. | No |
| Statistics Code STATISTICS_CODE | 3 | STAT_TBL | No | Captures statistical information, such as full-time equivalents. | Yes |
| Affiliate AFFILIATE | 5 | AFFILIATE_VW | No | Designates a business unit that is used for interunit accounting. | No |
| Scenario SCENARIO | 5 | SCENARIO_VW | No | Identifies which budget version to use. | No |

You have flexibility in establishing the business unit structure within PeopleSoft Grants. Institution-specific needs drive business-unit structure requirements, so you need to decide which options to use for setting up the business units during implementation.

Related Links

[PeopleSoft Grants Implementation](#)

[Defining PeopleSoft Grants Rules and Business Units](#)

"Understanding PeopleSoft ChartFields (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Commitment Control Setup Steps for PeopleSoft Grants

This table explains the basic steps that you may want to follow to set up commitment control options for PeopleSoft Grants. This list is not a comprehensive procedure for setting up commitment control options.

You can find a more detailed and thorough explanation of the steps in the documentation referenced in the Additional Documentation column of the table:

| Step | Navigation Path | Additional Documentation |
|---|---|---|
| Select <i>Grants</i> under the Enable Commitment Control section on the Installed Products page. | Set Up Financials/Supply Chain, Install, Installation Options, Products | See "Setting Up Cross-Application Installation Options (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Define detail ledgers. | General Ledger, Ledgers, Detail Ledgers | See "Defining a Detail Ledger (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Define ledger groups. | General Ledger, Ledgers, Ledger Groups, Definition | See "Linking Ledgers to a Ledger Group (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Create parent expense budgets and parent revenue budgets for revenue offset. | Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options | See "Setting Up Control Budget Definitions (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Specify the ChartFields and calendar that will be used to identify the parent budgets for each RuleSet. | Commitment Control, Define Control Budgets, Budget Definitions, Keys and Translations | See "Setting Up Control Budget Definitions (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Set up excluded account types for the parent budgets. | Commitment Control, Define Control Budgets, Budget Definitions, Excluded Account Types | See "Setting Up Control Budget Definitions (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Create child expense budgets and child revenue budgets for revenue offset. | Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options | See "Setting Up Control Budget Definitions (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Specify the ChartFields and calendar that will be used to identify child budgets for each RuleSet. | Commitment Control, Define Control Budgets, Budget Definitions, Keys and Translations | See "Setting Up Control Budget Definitions (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Set up excluded account types for the child budgets. | Commitment Control, Define Control Budgets, Budget Definitions, Excluded Account Types | See "Setting Up Control Budget Definitions (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Associate parent and child revenue budgets. | Commitment Control, Define Control Budgets, Associated Budgets, Commitment Control Associated Budgets | See "Setting Up Associated Revenue and Expenditure Budgets (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Enter budget journal header information for the parent revenue budget. | Commitment Control, Budget Journals, Enter Budget Journals, Budget Header | See "Entering Budget Journals and Budget Transfer Journals (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Enter the transaction lines that make up the journal. | Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines | See "Entering Budget Journals and Budget Transfer Journals (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Enter budget journal header information for the child revenue budget. | Commitment Control, Budget Journals, Enter Budget Journals, Budget Header | See "Entering Budget Journals and Budget Transfer Journals (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |

| Step | Navigation Path | Additional Documentation |
|---|---|---|
| Enter the transaction lines that make up the journal. | Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines | See "Entering Budget Journals and Budget Transfer Journals (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Attach the ledger group to a business unit. | Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers for a Unit, Definition | See "Defining Ledgers for a Business Unit (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Post budget journals to the budget. Click the Finalize button to send the budget to the Project Resource table (PROJ_RESOURCE). | Grants, Awards, Project Budgets, Budget Detail | See Establishing Project Budgets . |
| Check the budget. | Commitment Control, Review Budget Activities, Budget Details, Commitment Control Budget Details | See "Viewing Budget Details and Transaction Activity (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)". |
| Run the F&A process. | Grants, Awards, Process Facilities Admin | See Processing Facilities and Administration Costs . |

Journal Generator Setup for PeopleSoft Grants Processing

The Journal Generator is a program that takes accounting entries from PeopleSoft Grants and formats them into journal entries. The journal entries are then transferred to the appropriate ledger in PeopleSoft General Ledger.

PeopleSoft Grants and PeopleSoft Contracts deliver two accounting entry definitions that the system uses for this process. You cannot edit these definitions:

| Accounting Entry Definitions | Description |
|-------------------------------------|--|
| GMDEFN | The system refers to this definition to create journal entries originating from the PeopleSoft Grants F&A process. |
| CAPCDEFN | The system refers to this definition to create journal entries originating from the PeopleSoft Contracts. |

PeopleSoft Grants and PeopleSoft Contracts also deliver two sample journal entry templates that the system uses to summarize accounting entries and creates journals.

| Journal Entry Templates | Description |
|--------------------------------|---|
| GM_FA | The system refers to this journal entry template to summarize accounting entries and creates journals for F&A revenue. |
| CA_GM | The system refers to this journal entry template to summarize accounting entries and creates journals for general award transaction revenue that is stored in the Project Resource table (PROJ_RESOURCE). |

To book revenue to PeopleSoft General Ledger, you must run a series of application engine processes. These processes refer to the delivered Accounting Entry Definition pages to identify accounting entry

layouts—specifically, it uses the record and field names to extract data from the Contracts and Projects Accounting Line table (CA_ACCTG_LN_PC) for creating the journal header and lines. Journal Generator then takes these accounting entries and, using the Journal Generator Templates, creates the accounting entries that are booked to PeopleSoft General Ledger.

Related Links

"Setting Up for Journal Generator (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Generating Journal Entries (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Understanding the Contracts Billing Process (*PeopleSoft FSCM 9.2: Contracts*)"

System-Delivered Budget Items

Sponsoring agencies define the budget items that you are required to use in proposals. The system stores these budget items in a control table with an effective date and status. After you establish budget items in the control table, you can map them to sponsors so that when you prepare a proposal budget for a sponsor, only the mapped items appear in the prompt table.

Note: The system displays all budget items if budget items are not specifically defined for a sponsor. After you define *any* budget item for a specific sponsor, you can (and must) specifically define all allowable budget items for the sponsor. For form mapping reasons, you want to use the budget items as they are reflected in the following table when the National Institutes of Health (NIH) is the sponsor.

We deliver these budget items:

| Value | Description | Form | Form Page | Sponsor |
|--------------|------------------------------------|---|---|----------------|
| PERSON | Personnel — Salary & Benefits | PHS 398 | DD | NIH |
| FIXFEE | Fixed Fee — SBIR/STTR Only | PHS 398 | DD, EE | NIH |
| CONSLT | Consultant Services (Both) | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| EQUIP | Equipment | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| SUPL | Supplies | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| TRAVEL | Travel | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| DOTRAV | Domestic Travel (Map to Travel) | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD,EE B | NIH |

| Value | Description | Form | Form Page | Sponsor |
|--------------|-----------------------------------|---|---|----------------|
| FOTRAV | Foreign Travel (Map to Travel) | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| INPATI | In-Patient | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| OTPATI | Out-Patient | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD,EE B | NIH |
| RENO | Alterations and Renovations | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| OTHER | Other Expenses | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| SUB < 25 | Sub-award Direct < \$25,000 | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| SUB > 25 | Sub-award Direct > \$25,000 | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| SUB <25 F | Sub-award F&A < \$25,000 | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| SUB >25 F | Sub-award F&A > \$25,000 | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> DD, EE B | NIH |
| STPOTH | Stipends Other | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> OO H | NIH |
| STPOST | Stipends — Post Doctoral | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> OO H | NIH |
| STPPRE | Stipends Pre-Doctoral | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> OO, DD H | NIH |
| TUITIO | Tuition | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> OO H | NIH |
| TRNTRV | Trainee Travel | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> OO H | NIH |

| Value | Description | Form | Form Page | Sponsor |
|--------------|---------------------------|---|---|----------------|
| TRNEXP | Training-Related Expenses | <ul style="list-style-type: none"> PHS 398 PHS 2590 | <ul style="list-style-type: none"> OO H | NIH |

Note: PeopleSoft Grants delivers the values in the preceding table as system data. The values map specifically to proposal forms, so you should not modify them.

The budget items SUB<25, SUB>25, SUB<25F, and SUB>25F support the system calculation of the proposal F&A where subrecipient funding is involved. F&A will only be computed on the first 25,000 USD. Multiple budget items exist for subrecipients as these are necessary to provide the needed information in printing subrecipient details on the sponsor forms as well as to correctly compute the F&A.

A primary institution is limited to recovering indirect costs that are related to consortium expenditures for a base amount not to exceed 25,000 USD.

To calculate indirect cost recovery, include the SUB<25 and SUB>25 categories in the organization-defined F&A base types. You should include SUB<25 and SUB>25 in the F&A base types that you use to calculate indirect cost recovery (TDC = Total Direct Cost).

Consortium Budget Item Usage

Example 1:

You have established a consortium agreement with a subrecipient for a total of 20,000 USD. Of this amount, 15,000 USD represents direct costs and 5,000 USD represents indirect costs that were incurred by the subrecipient. The primary institution has an indirect cost recovery rate of 50 percent.

We recommend the usage outlined in this table:

| Budget Item | Amount or Percent |
|-------------------------------------|--------------------------|
| SUB<25 | 15,000 |
| SUB<25F | 5,000 |
| Institution F&A Base Amount | 20,000 |
| Institution F&A Rate | 50 percent |
| Total Institution Recoverable Costs | 10,000 |

This usage maps to form PHS 398, page HH. Consortium and contractual costs are:

- Direct Costs = 15,000 USD.
- Indirect Costs = 5,000 USD.

Example 2:

You have established a consortium agreement with a subrecipient for a total of 100,000 USD. Of this amount, 60,000 USD represents direct costs and 40,000 USD represents indirect costs that were incurred

by the subrecipient. The primary institution has an indirect cost recovery rate of 50 percent. You can complete this transaction in two ways.

Here is the first way:

| <i>Budget Item</i> | <i>Amount or Percent</i> |
|-------------------------------------|---------------------------------|
| SUB<25 | 25,000 |
| SUB<25F | 0 |
| SUB>25 | 35,000 |
| SUB>25F | 25,000 |
| Institution F&A Base Amount | 25,000 |
| Institution F&A Rate | 50 percent |
| Total Institution Recoverable Costs | 12,500 |

Here is the second way:

| <i>Budget Item</i> | <i>Amount or Percent</i> |
|-------------------------------------|---------------------------------|
| SUB<25 | 15,000 |
| SUB<25F | 10,000 |
| SUB>25 | 45,000 |
| SUB>25F | 30,000 |
| Institution F&A Base Amount | 25,000 |
| Institution F&A Rate | 50 percent |
| Total Institution Recoverable Costs | 12,500 |

This usage maps to PHS 398 Page HH. Consortium and contractual costs are:

- Direct Costs = 60,000 USD.
- Indirect Costs = 40,000 USD.

Activity Types

All projects that you create contain activities. Activity types are the labels that identify and group projects in PeopleSoft Grants. If you assign activity types consistently throughout the PeopleSoft Grants system, you can analyze and report on all similar activities across all projects institution wide.

To set up activity types, define the types of activities by which you want to identify and group projects in the PeopleSoft Grants system.

Instructions for setting up activity types appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Creating and Modifying Activities (*PeopleSoft FSCM 9.2: Project Costing*)"

Analysis Types and Groups

Each award is composed, at the most basic level, of resource transactions. Resources contain the quantity and amounts that are associated with each transaction and all of the identifying information that accompanies those costs.

You assign analysis types to individual resources to identify the different types of transactions in PeopleSoft Grants, such as estimated costs, budgeted costs, actual costs, and billed costs.

Multiple resources may be created as a transaction moves through the system.

For example, you may budget 1,000 USD for labor for a project. The actual cost of labor might be 1,500 USD. You may bill for that labor at 1,500 USD. The result would be three resource transactions that recorded the same labor resource as it moved from stage to stage through an award. See the example in the following table:

| Analysis Type | Resource Type | Amount |
|----------------------|----------------------|---------------|
| BUD | LABOR | \$1,000.00 |
| ACT | LABOR | \$1,500.00 |
| BILL | LABOR | \$1,500.00 |

PeopleSoft Grants delivers the following values as system data. Do not modify them.

- *CFA* (Cost Sharing F&A).
- *SCH* (Scheduled Bill Lines).
- *SFA* (Sponsor F&A).
- *OFA* (Revenue Offset Lines).
- *WFA* (Waived F&A).

To set up analysis types and groups:

1. Enter descriptions of analysis types (for example, scheduled bill lines).
2. Create analysis groups.
3. Enter comments about an analysis group.

Instructions for setting up analysis types and groups appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Understanding Transaction-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)"

Resource Types, Categories, Subcategories, and Groups

Resources in PeopleSoft Grants enable you to track, analyze, and report on all costs, both actual and planned, in awards. Assign resource types to individual resources to identify the purpose of individual transactions.

Resource types can be as general or as specific as you want, depending on your needs. For example, you can create a resource type of *Personnel* to track total personnel costs in your awards, or you can create resource types of *Full-time Labor* and *Consultant Labor* to track overtime and standard labor separately.

Resource categories and resource subcategories enable you to identify resources at a more detailed level.

Thoroughly map out the needs of the organization using resource types, resource categories, resource subcategories, and resource groups before you actually create them.

Resource Types

The following resource types are necessary for the resource groups, reports, and processes that are delivered with PeopleSoft Grants for PeopleSoft Grants to function properly. If you do not implement these resource types, you must configure the features that use them:

- *AFUDC* (AFUDC interest)
- *DIRCT* (direct costs)
- *LABOR* (labor)
- *MATER* (materials)
- *OVER* (overhead)

Resource Groups

The following resource groups are necessary for certain award analyses and processes that are delivered with PeopleSoft Grants for PeopleSoft Grants to function properly. If you do not use the resource types that are delivered with PeopleSoft Grants, you must configure these resource groups or create new ones to be used with the features that use them:

- *ITEMS* (inventory items)
- *LABOR* (total labor)
- *MATER* (total material)

To establish resource types, categories, subcategories, and groups:

1. Define resource types.
2. Create resource categories.
3. Create resource subcategories.

4. Combine multiple resource types for award analysis and billing.
5. Add descriptions to resource groups.

Relationships

Resource types, resource categories, and resource subcategories provide you with the flexibility to identify resources in specific ways. In addition, PeopleSoft Grants enables you to define relationships between these fields to control data entry and reduce errors.

You can set relationships between:

- Resource types and resource categories.
- Resource categories and resource subcategories.

Note: Setting relationships between resource types, categories, and subcategories is optional.

Setup Rules

These rules apply to defining relationships between resource types, categories, and subcategories:

- If a resource type and a resource category are related, then when that specific resource type is entered into a resource transaction, you can enter only those resource categories for which a relationship has been defined for that resource transaction.

For example, if you have a resource transaction with a resource type of *Labor*, you can enter only a resource category that you have defined as relating to labor. The same is true for relationships between resource categories and resource subcategories.

- If you don't establish relationships, then the resource category or subcategory that you can enter are not limited.
- If you set up relationships between resource types, categories, and subcategories, you must adjust the PeopleSoft Grants business unit definition to account for the dynamic edit tables that the system uses to enforce the relationships.
- The relationships can be one-to-one or one-to-many.

You can also relate multiple resource categories to a single resource type or a single resource category to a single resource type.

To relate resource types, categories, and subcategories:

1. Define relationships between resource types and resource categories.
2. Define relationships between resource categories and resource subcategories.

Instructions on establishing and relating resource types, categories, and subcategories appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Understanding Project-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)"

Transactions

PeopleSoft Grants uses transaction types (for example, adjustments) and transaction codes to regulate specific kinds of transactions and to define accounting rules.

The system uses accounting rules to translate resource transactions into PeopleSoft General Ledger entries. Transaction types are the foundation of accounting rules. Defining transaction types in a separate table saves time and reduces errors when you define accounting rules.

Standard transactions are transactions that involve moving money from one account to another within the same general ledger business unit. Intercompany transactions involve moving money from an account in one general ledger business unit to an account in another general ledger business unit. Additional transaction lines are required for intercompany (or institution) transactions.

To define transactions:

1. Define the transaction types that you want to use in accounting rules.
2. Define transaction codes that you use in accounting rules.
3. Define accounting rules.

Instructions for setting up transactions appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Setting Up Transaction-Related Information (*PeopleSoft FSCM 9.2: Project Costing*)"

Accounting Rules

You define standard accounting entries or rules for project-based transactions based on a combination of business units, contracts, project types, activities, analysis types, ChartFields, project transaction types, and project transaction codes.

These rules are necessary to process accounting information from project transactions. You can minimize the rules by using a wild card in all the fields except PC Business Unit (projects business unit) and Resource GL Bus Unit (resource general ledger business unit). You can make accounting rules more specific by using additional fields on the page.

For example, a timesheet entry may need pricing for a billable row (analysis type = BIL) and a cost row (analysis type = CST). These two rows may require different accounting entries using two accounting rules: one for BIL, and one for CST. You can copy accounting rules to the various business unit combinations that are defined in the framework by clicking the Copy Accounting Entries To link on the Accounting Rules page and entering the new header criteria.

Instructions for setting up accounting rules appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Understanding Accounting for Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

Integration Templates

Integration templates define the integration between PeopleSoft Grants, PeopleSoft Project Costing, and PeopleSoft General Ledger. Before you can begin to track awards and the costs that are associated with awards, you must define integration templates. They also establish the business units that PeopleSoft Grants assigns to transactions by default.

Assign each new award an integration template.

For example, if the institution has an aerospace research center and an astronomy department, set up a general ledger business unit for each department. Then, set up two integration templates, one for each business unit.

PeopleSoft Grants also uses integration templates to restrict access to general ledger business units. You can post resource transactions for an award only to a general ledger business unit that is specified in the integration template that is assigned to that award.

Note: If you want to prevent users from adding resource transactions to an award, select an integration template for which you have defined no general ledger business units.

Each award must be assigned an integration template.

To set up integration templates:

1. Define the integration template by selecting Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates.
2. Identify the default business units in PeopleSoft Purchasing and PeopleSoft Asset Management that interact with the awards process in PeopleSoft Grants.

Select Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates, General Integration.

3. Define the general ledger business unit or units for each integration template.

Select Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates, GL Integration Detail.

Instructions for setting up integration templates appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Setting Up General Control Data (*PeopleSoft FSCM 9.2: Project Costing*)"

Award and Project Controls

Here is how award and project controls work in PeopleSoft Grants:

- Project types are labels for grouping projects within awards.

Setting up project types and assigning them to awards enables you to analyze all projects of a certain type in relation to one another.

- Activity types are the labels that identify an activity in PeopleSoft Grants.

If you assign activity types consistently throughout PeopleSoft Grants, you can analyze and report on all similar activities across all awards institution wide. All awards that you create will contain activities.

- Status types are one-character, alphanumeric identifiers that you use to track changes in the status of awards and activities.

You also use status types for defining award events, which are the actual changes in status that require approval. Use the Status Types page to set control actions to limit transactions coming into PeopleSoft Grants from cost feeder applications.

- Phase types are used to identify what phase of the award a date can represent when you enter dates in award schedule.

For example, if you create a phase type of cleanup, you can enter a begin cleanup date and an end cleanup date in the award schedule, and track time that is spent specifically on cleanup.

- Award events represent a change in the status of an award, a project, or an activity.

For example, a change in the status of a project or an activity from proposed to approved can be defined as an award event that requires approval. An award event can be a change in status between two consecutive status types such as proposed and approved, or two nonconsecutive status types such as proposed and closed. Award events can be an important part of workflow if you have set up workflow within PeopleSoft Grants.

- Work breakdown structure is a hierarchical structure that you can use at the activity level to aid in reporting and analyzing similar activities throughout the institution.

The work breakdown structure typically includes several levels, and you can use it to roll up detail values from lower levels. For example, you may want to roll up details about all clinical research for all awards within a business unit for outcome comparisons. Because only a subset of work breakdown structure elements is typically used for a given award, you use Tree Manager to define the tree that contains valid work breakdown structure elements for an award. Each activity that you then add to that award can be associated only with the work breakdown structure elements on that tree.

To establish award and project controls:

1. Create project types.
2. Create activity types.
3. Define the status types that you want to use for awards and activities.
4. Identify what phase of the award is represented when dates are entered in the award schedule.
5. Define an award event.
6. Enter work breakdown structure values.

Instructions for setting up award and project controls appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Setting Up Project-Related Information (*PeopleSoft FSCM 9.2: Project Costing*)"

Locations

When working with proposals and awards, you can specify the address information for each project within a research proposal as well as information about where the research for a project will be conducted. This information maps to Page BB of form PHS 398 as performance sites.

You might also need to specify multiple research performance sites for each activity. Before you can specify the research location information, you must define your locations on the Location Code control table. Select Set Up Financials/Supply Chain, Common Definitions, Location.

During implementation, make sure that all of the facilities that you are using to perform research are defined in your PeopleSoft system.

Related Links

"Setting Up Locations (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Products

To set up the products that are used for billing purposes, use the Product Definition pages. On these pages, you define the products and services that you use on the contract lines.

For PeopleSoft Grants, you must first set up a product on the Product - Definition page and then select a price type of *Rate* and a revenue method of *As Incurred* on the Product - Contracts Options page.

Instructions for defining products appear in the *PeopleSoft Contracts* and the *PeopleSoft Order to Cash Common Information* documentation.

Related Links

"Setting Up Products and Product Groups (*PeopleSoft FSCM 9.2: Contracts*)"

"Establishing Product Definitions (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Billing Cycle Date Ranges

The Bill Cycle Schedule page enables you to establish date ranges for a cycle ID. For example, if the cycle ID were monthly, you would define a range of dates for the beginning and end of each month: 01/01/2002 and 01/31/2002; 02/01/2002 and 02/28/2002; and so on.

These values are used in the billing process to indicate the from and to date range that the system sends to the billing header records. Each time the billing process runs, PeopleSoft Grants retrieves the dates based on the maximum date of the "to date" that is less than or equal to the system date.

Instructions for setting up billing cycle date ranges appear in the *PeopleSoft Billing* documentation.

Related Links

"Defining Bill Cycles (*PeopleSoft FSCM 9.2: Billing*)"

Establishing Institution Controls

To set up institution controls, use these components:

- Institution Types (INSTITUTION_TYPES).
- Attribute Types (ATTRIBUTE_TYPES).
- Audit Types (AUDIT_TYPES).
- Certification (CERTIFICATION).
- Budget Items (GM_BUD_ITEMS).
- Budget Category Type (GM_BUD_CAT_TYPE).
- Activity Type (GM_ACTIVITY_TYPE).
- FA Rate Types (FA_RATE_TYPES).
- FA Base Details (FA_BASE_DTL).
- CFDA (GM_CFDA).

Institution control pages enable you to establish institution types, attribute types, audit types, certifications, and F&A rate and base types for the institution. These controls are also used in other areas of PeopleSoft Grants, such as proposal and award preparation and sponsor profiles.

This section discusses how to:

- Create institution types.
- Create the institution attribute type.
- Create audit types.
- Create certification types.
- Create budget item types.
- Create budget items.
- Create budget IDs.
- Define F&A rate types.
- Create the institution F&A base types.
- Create CFDA tracking numbers.

Pages Used to Establish Institution Controls

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|--|--|
| Institution Types | GM_INST_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Institution Types | Create and maintain institution types, as well as define a set of institution-specific values. |

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|---|
| Attribute Types | GM_ATTRIBUTE_CODE | Set Up Financials/Supply Chain, Product Related, Grants, Attribute Types | Add and define values that are specific to the institution. |
| Audit Types | GM_IN_AUDI_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Audit Types | Record recent audit engagements in PeopleSoft Grants. You can also maintain audit engagement type definitions using this page. |
| Certifications | GM_IN_CERT | Set Up Financials/Supply Chain, Product Related, Grants, Certifications | Define each required certification. You can also classify each certification code as it is used at the institution level, the proposal level, or both. |
| Budget Item Types | GM_BUD_CAT_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Budget Item Types | Create budget item types. You can use the budget item types that you create to classify budget items into specific categories on the Budget Items page. |
| Budget Items | GM_BUD_ITEMS | Set Up Financials/Supply Chain, Product Related, Grants, Budget Items | Define the budget items that you'll use for proposals. We deliver numerous budget items as system data. |
| Budgets | GM_ACTIVITY | Set Up Financials/Supply Chain, Product Related, Grants, Budgets | Establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page. |
| Facilities and Administration Rates | GM_FA_RATE_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Rates | Create the F&A rate types that you use for grants processing. |
| Facilities and Administration Bases | GM_FA_BASE_DTL | Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Bases | Store a description of each F&A base type with an effective date and status. You can then list each budget item for which the F&A base rate applies. For example, base type of modified total direct cost (MTDC). |
| CFDA (Catalog for Federal Domestic Assistance) | GM_CFDA | Set Up Financials/Supply Chain, Product Related, Grants, CFDA | Add CFDA information you can use for proposals, awards, and sponsors. |

Institution Types Page

Use the Institution Types page (GM_INST_TYPE) to create and maintain institution types, as well as define a set of institution-specific values.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Institution Types

Image: Institution Types page

This example illustrates the fields and controls on the Institution Types page. You can find definitions for the fields and controls later on this page.

Institution Types

SetID SHARE Institution Type SMB

Institution Type Detail Find | View All First 1 of 1 Last

| | | | |
|-------------------|-------------------|---------|--------|
| 'Effective Date | 01/01/1900 | 'Status | Active |
| 'Description | R: Small Business | | |
| Short Description | R: Small Business | | |
| Long Description | R: Small Business | | |

If necessary, you can define a set of institution-specific values. PeopleSoft Grants delivers these institution types with the system:

- *ANN*:V: Alaska Native and Native Hawaiian.
- *CTG*:B: County Government.
- *FPO*:Q: For-Profit Organization (Other).
- *HBC*:T: Historically Black Colleges.
- *HSI*:S: Hispanic-serving Institution.
- *IHA*:I: Indian/Native American Tribe.
- *IIH*:O: Private Institution of Higher Education.
- *INA*: J: Indian/Native American Tribe.
- *IND*: K: Indian/Native American Tribe.
- *ISD*: G: Independent School District.
- *IUL*: P: Individual.
- *NDE*: W: Non-domestic (non-US) Entity.
- *NOS*: N: Nonprofit without 501c3 IRS Status.
- *NWS*: M: Nonprofit with 501c IRS Status.
- *OTH*: X: Other (specify).
- *PIH*: L: Public/Indian Housing Authority.
- *ROG*: E: Regional Organization.

- *SDG*:D: Special District Government.
- *SIH*: H: Public/State Controlled Institution.
- *SMB*: Small Business.
- *STG*: A: State Government.
- *TCC*:U: Tribally Controlled College.
- *TTG*: C: City or Township Government.
- *UTP*:F: U.S. Territory or Possession.

Note: PeopleSoft Grants delivers these values as system data. The values are used to map to proposal forms. You should not modify them.

Attribute Types Page

Use the Attribute Types page (GM_ATTRIBUTE_CODE) to add and define values that are specific to the institution.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Attribute Types

Image: Attribute Types page

This example illustrates the fields and controls on the Attribute Types page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Attribute Types' page. At the top, there's a header with 'Attribute Types'. Below it, there's a table with columns: 'SetID', 'SHARE', 'Attribute Type', and 'CGRS_DIST'. Under the table, there's a 'Details' section. In this section, there are several fields:

- *Effective Date: 01/01/1900
- *Status: Active
- *Type: Number
- *Usage: Institution
- *Short Description: Cngrs Dist
- *Description: Congressional District

PeopleSoft Grants delivers data elements for sponsor forms and reports. This page establishes a control record that enables you to define all necessary and possibly unique attribute types that are related to the institution.

When you define an attribute, make sure that you classify it as being used by the *Department*, *Institution*, *Award*, *Sponsor*, *Supplier*, or *All*. Store the information either as a numeric value or as characters.

We deliver these attribute types with the system:

- *ORG_COMP_CO*: Organizational Component Code.
- *CGRS_DIST*: Congressional District.
- *DUNS*: DUNS Institution Number.
- *SAS*: Same As Sponsor.

Note: PeopleSoft Grants delivers these values as system data. The values are used to map to proposal forms and you should not modify them.

Audit Types Page

Use the Audit Types page (GM_IN_AUDI_TYPE) to record recent audit engagements in PeopleSoft Grants.

You can also maintain audit engagement type definitions using this page.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Audit Types

Image: Audit Types page

This example illustrates the fields and controls on the Audit Types page. You can find definitions for the fields and controls later on this page.

The audit types that you define here are available on the Institution Audit page for the tracking and storing of historical audit engagement records along with related alerts and resolutions. For example, audit types can include *Financial Audits*, *Compliance Audits*, *Indirect Cost Audits*, and *Fringe Benefit Rate Audits*.

Certifications Page

Use the Certifications page (GM_IN_CERT) to define each required certification.

You can also classify each certification code as it is used at the institution level, the proposal level, or both.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Certifications

Image: Certifications page

This example illustrates the fields and controls on the Certifications page. You can find definitions for the fields and controls later on this page.

Certifications

SetID: SHARE Certification Code: ANIMA

Certification Detail Find | View All First 1 of 1 Last

'Effective Date: 01/01/1900

'Status: Active

'Certification Use: Both

'Description: Vertebrate Animals

'Short Description: Animal

Create the different types of regulations for which the institution must indicate compliance. PeopleSoft Grants delivers this table, which is populated with certification types from Transaction Set 194 (Condition Indicator).

Certification Use

Select a value to indicate how the certification code is used. Values are *Institution Certification*, *Proposal Certification*, and *Both*.

Budget Item Types Page

Use the Budget Item Types page (GM_BUD_CAT_TYPE) to create budget item types.

You can use the budget item types that you create to classify budget items into specific categories on the Budget Items page.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Budget Item Types

Image: Budget Item Types

This example illustrates the fields and controls on the Budget Item Types. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Budget Item Types' form. At the top, there are tabs for 'SetID' (SHARE) and 'Item Type' (ANML). Below the tabs, there is a search bar with 'Find | View All' and a pagination control showing 'First 1 of 1 Last'. The main form area contains the following fields:

- 'Effective Date': A date picker set to 01/01/1900.
- 'Status': A dropdown menu set to 'Active'.
- 'Description': A text field containing 'Animal'.
- 'Map Modular': A checkbox that is currently unchecked.

We deliver four category types with the system: *ANIM* (Animal), *CONS* (Consortium), *OTHR* (Other), and *PERS* (Personnel).

You can create new budget items and budget item types as you require them. Each budget item within PeopleSoft Grants is associated with a budget item type.

Map Modular

Select this check box if a budget item type can be used in a modular research grant application.

Note: If you select the NIH Modular Grant check box on the Proposal - General Info page, you can select only the category types that are entered on this page in the Enter Budget Detail pages.

Budget Items Page

Use the Budget Items page (GM_BUD_ITEMS) to define the budget items that you'll use for proposals.

We deliver numerous budget items as system data.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Budget Items

Image: Budget Items page

This example illustrates the fields and controls on the Budget Items page. You can find definitions for the fields and controls later on this page.

Budget items provide a way of identifying and grouping transactions and are used for reviewing an activity's budget costs or revenue for a given period. The system makes the budget items that you enter here available on the Budget Line Summary page.

General Tab

Budget Item Type

Select the budget item type that you want to associate with the budget item that you are creating.

Description

Enter a description for each budget item that you are creating.

Unit of Measure

If applicable, select one of these time quantities to enforce continuity across a budget:

- *MHR*: Hours
- *MDY*: Days
- *MWK*: Weeks
- *MMO*: Months

Projects Tab

Use the fields on this tab to associate fields in PeopleSoft Project Costing with the budget item.

GL Chartfields Tab

Use the fields on this tab to associate ChartFields in PeopleSoft General Ledger with the budget item.

Budgets Page

Use the Budgets page (GM_ACTIVITY) to establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Budgets

Image: Budgets page

This example illustrates the fields and controls on the Budgets page. You can find definitions for the fields and controls later on this page.

Create the budget IDs that you want to use to define budget details on the Enter Overall Budget - General Info page. Budget IDs eventually become project activities if the proposal is funded and you run the award generation process.

Facilities and Administration Rates Page

Use the Facilities and Administration Rates page (GM_FA_RATE_TYPE) to create the F&A rate types that you use for grants processing.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Rates

Image: Facilities and Administration Rates page

This example illustrates the fields and controls on the Facilities and Administration Rates page. You can find definitions for the fields and controls later on this page.

F&A rate types are associated with sponsors, institutions, proposals, or awards. Identify all types of F&A rates that the institution has negotiated with its sponsoring agencies. These might include *Organized Research On Campus*, *Organized Research Off Campus*, or others as identified by the institution.

Facilities and Administration Bases Page

Use the Facilities and Administration Bases page (GM_FA_BASE_DTL) to store a description of each F&A base type with an effective date and status.

You can then list each budget item for which the F&A base rate applies. For example, base type of modified total direct cost (MTDC).

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Bases

Image: Facilities and Administration Bases page

This example illustrates the fields and controls on the Facilities and Administration Bases page. You can find definitions for the fields and controls later on this page.

Facilities and Administration Bases

SetID: SHARE FA Base ID: MTDC

Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: Modified Total Direct Costs

Budget Item Details Personalize | Find | 1-27 of 27 First Last

| *Budget Item | Description | | |
|--------------|-------------------------------|---|---|
| CLERK | Secretarial | + | - |
| COMPTR | ADP/Computer Services | + | - |
| CONSLT | Consultant Services (Both) | + | - |
| DOTRAV | Domestic Travel | + | - |
| FOTRAV | Foreign Travel (NSF) | + | - |
| FRINGE | Fringe Benefits | + | - |
| GRADST | | + | - |
| INPATI | In-Patient (NIH) | + | - |
| OSRPER | | + | - |
| OTHER | Other Expenses | + | - |
| OTPATI | Out-Patient (NIH) | + | - |
| OTPERS | | + | - |
| OTPROF | | + | - |
| PBLCTN | | + | - |
| PERSON | Personnel - Salary & Benefits | + | - |

Select the budget items that belong to the F&A base type that you created. The system uses the budget item to calculate the budgeted F&A amount for proposal budgets. You can define budget items on the Budget Item page.

CFDA (Catalog for Federal Domestic Assistance) Page

Use the CFDA page (GM_CFDA) to add CFDA information you can use for proposals, awards, and sponsors.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, CFDA

Image: CFDA page

This example illustrates the fields and controls on the CFDA page. You can find definitions for the fields and controls later on this page.

The screenshot shows the CFDA page with the following details:

- Page Header:** CFDA
- SetID:** SHARE
- CFDA:** 93.333
- Section Header:** CFDA Detail
- Search Bar:** Find | View All
- Pagination:** First 1 of 1 Last
- Form Fields:**
 - Effective Date:** 02/23/2013
 - Status:** Active
 - Agency ID:** HHS
 - Short Description:** Clinical
 - Program Title:** Clinical Research

Create CFDA (Catalog for Federal Domestic Assistance) detail that you can use for proposals, awards, and sponsors. You can enter Program Titles up to 250 characters in length.

Establishing Sponsor Controls

To establish sponsor guidelines, use these components:

- Sponsor Type (GM_SPNSR_TYPE)
- Sponsor Level (GM_SPNSR_LEVEL),
- Sponsor Program Type (GM_SPNSR_PROG_TYPE),
- Guideline Details (GM_GUIDELN_DTL)

Use the pages that are described in this section to establish sponsor types, levels, program types, forms, and guidelines.

This section discusses how to:

- Establish sponsor types.
- Establish sponsor levels.
- Enter sponsor program types.

- Enter sponsor guidelines.

Pages Used to Establish Sponsor Controls

| Page Name | Definition Name | Navigation | Usage |
|--------------------|------------------------|---|--|
| Sponsor Types | GM_SPNSR_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Types | Define the categories into which you can organize the sponsors that are associated with grants activities. |
| Sponsor Levels | GM_SPNSR_LEVEL | Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Levels | Define the organizational structures (levels) of the sponsoring agencies that are associated with the institution. |
| Program Types | GM_SPNSR_PROG_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Program Types | Maintain institution-defined program types for a sponsor. |
| Sponsor Guidelines | GM_GUIDELN_DTL | Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Guidelines | Establish grant-related guidelines. Identify guidelines at any level of detail that the institution determines to be useful. |

Sponsor Types Page

Use the Sponsor Types page (GM_SPNSR_TYPE) to define the categories into which you can organize the sponsors that are associated with grants activities.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Types

Image: Sponsor Types page

This example illustrates the fields and controls on the Sponsor Types page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Sponsor Types' page in a PeopleSoft application. The page has a header with 'SetID' and 'SHARE' on the left, and 'Sponsor Type' and 'PHTL' on the right. Below the header is a 'Details' section. In this section, there are four fields: 'Effective Date' with a value of '01/01/1900' and a calendar icon; 'Status' with a dropdown menu showing 'Active' and '+' '-' buttons; 'Description' with a text box containing 'Pharmaceutical'; and 'Short Description' with a text box containing 'Pharm.'. Above the fields, there are navigation controls: 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Define the types of sponsors with which the institution has relationships. Sponsor type values might include *Federal*, *Business/Profit Entity*, *Campus-Related Organization*, *Foundation/Charitable Trust*, *Other Government Agency*, or *State*.

Sponsor Levels Page

Use the Sponsor Levels page (GM_SPNSR_LEVEL) to define the organizational structures (levels) of the sponsoring agencies that are associated with the institution.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Levels

Image: Sponsor Levels page

This example illustrates the fields and controls on the Sponsor Levels page. You can find definitions for the fields and controls later on this page.

Sponsor Levels

| SetID | SHARE | Level | DEPT |
|------------------|-------|---------|------|
| Level Detail | | | |
| *Effective Date | | *Status | |
| 01/01/2001 | | Active | |
| *Level Title | | | |
| Department | | | |
| *Description | | | |
| Department Level | | | |

Define the levels within a sponsor organization with which the institution conducts business. Examples of sponsor level values might include *Division*, *Primary*, *Program*, *Department*, *Sub-Sponsor*, or any other level that you want to define.

Program Types Page

Use the Program Types page (GM_SPNSR_PROG_TYPE) to maintain institution-defined program types for a sponsor.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Program Types

Image: Program Types page

This example illustrates the fields and controls on the Program Types page. You can find definitions for the fields and controls later on this page.

Program Types

| SetID | SHARE | Program Type | APPL |
|---------------------|-------|--------------|------|
| Program Type Detail | | | |
| *Effective Date | | *Status | |
| 01/01/2001 | | Active | |
| *Short Description | | | |
| Applied | | | |
| *Description | | | |
| Applied Research | | | |

Set up categories to identify and track particular funding opportunities. Sponsor program types might include *Instruction*, *Public Service*, *Research*, *Training*, *REU* (Research Experience for Undergraduates).

- NSF), *AASERT* (Augmentation Awards for Science and Engineering Research Training - DOD), and *NRSA* (National Research Service Award - NIH).

Sponsor Guidelines Page

Use the Sponsor Guidelines page (GM_GUIDELN_DTL) to establish grant-related guidelines.

Identify guidelines at any level of detail that the institution determines to be useful.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Guidelines

Image: Sponsor Guidelines page

This example illustrates the fields and controls on the Sponsor Guidelines page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Sponsor Guidelines' page. At the top, there are tabs for 'SetID' and 'SHARE', and a 'Guideline ID' field with the value 'EQUIP'. Below this is a header bar with 'Sponsor Guidelines Detail' on the left and navigation controls ('Find', 'View All', 'First', '1 of 1', 'Last') on the right. The main form contains several fields: '*Effective Date' with the value '01/01/1900', '*Status' with a dropdown menu showing 'Active', '*Description' with the text 'Equipment Purchases', '*Short Description' with the text 'Equipment', and '*Comments' with the text 'Sponsor set limitation on equipment expenditures.'.

Define all grants-related guidelines that you will use in proposals. All the following values are effective-dated to allow for tracking of changes over time. Each guideline has both a unique identifier and an effective date and status. Sponsor guidelines might include values such as:

- *BUYUS*: Purchase American Made Items
- *EQUIP*: Equipment Purchase
- *EXAUT*: Expanded Authorities
- *FLYUS*: Fly American Carriers
- *SALCP*: Salary Cap
- *SAS*: Same As Sponsor

Note: PeopleSoft Grants delivers these values as system data. These values maps specifically to the proposal forms. Do not modify them.

Establishing Professional Controls

To set up professional controls for PeopleSoft Grants, use the Honors and Award Table (GM_HON_AWARD_TBL), Membership Table (GM_MEMBERSHIP_TBL), and Publication Table (PUBLICATION_TBL) components.

The pages in these components, which populate the professional profile pages, enable you to establish honors and awards, memberships, and publications for professionals.

Note: You can use PeopleSoft Grants to import professional data from HRMS tables. Because this is a one-way feed, data that you manipulate in PeopleSoft Grants is not updated in the source system.

This section discusses how to:

- Enter honors and awards information.
- Enter membership information.
- Enter publication information.

Pages Used to Establish Professional Controls

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--------------------------|-------------------------------|---|---|
| Define Honors and Awards | GM_HON_AWARD_TBL | Grants, Professionals, Define Honors and Awards | Store core information about honors and awards. |
| Define Memberships | GM_MEMBERSHIP_TBL | Grants, Professionals, Define Memberships | Store core information about the memberships and associations that are relevant to professionals. |
| Define Publications | PUBLICATION_TBL | Grants, Professionals, Define Publications | Store complete citation information about publications and author names. |

Define Honors and Awards Page

Use the Define Honors and Awards page (GM_HON_AWARD_TBL) to store core information about honors and awards.

Navigation

Grants, Professionals, Define Honors and Awards

Image: Define Honors and Awards

This example illustrates the fields and controls on the Define Honors and Awards. You can find definitions for the fields and controls later on this page.

Enter information about the types of awards that are granted to the professionals at the institution. You can then link this information to the professional profiles of the individuals.

Honor and award information might include values such as *Cum Laude*, *Doctoral Thesis Award*, *Research Grant*, or *Clinical Research*. All professionals can share the information that is entered on this page.

Define Memberships Page

Use the Define Memberships page (GM_MEMBERSHIP_TBL) to store core information about the memberships and associations that are relevant to professionals.

Navigation

Grants, Professionals, Define Memberships

Image: Define Memberships page

This example illustrates the fields and controls on the Define Memberships page. You can find definitions for the fields and controls later on this page.

Assign a unique code to each membership, association, or accomplishment. Select an accomplishment category to categorize the membership or association.

You can then use these codes on the professional profiles of all the individuals at the institution who are members of that organization. Membership information might include information about the American Medical Association or the Animal Rescue Foundation.

Define Publications Page

Use the Define Publications page (PUBLICATION_TBL) to store complete citation information about publications and author names.

Navigation

Grants, Professionals, Define Publications

Image: Define Publications page

This example illustrates the fields and controls on the Define Publications page. You can find definitions for the fields and controls later on this page.

Define Publications

Publication ID JRNLMD

Publication Title The Effect of Diabetes on Rats

Publication Name Journal of Medicine

Publisher MCGRAW-HILL

Publication Type Article

Issue 3

Publication Status Published

Volume 2

Publication Date 12/10/2000

Page Number(s) 5

Comments

Publication Authors

Find | View All First 1 of 1 Last

| SeqNum | Author Type | Author |
|--------|-------------|----------------------|
| 1 | Author | Schumaucher, Kenneth |

Enter all publication information (publication title, publication name, publisher, and so on). Then, select the author type and enter the name of the author.

You must enter information before associating it with a professional. Because the order of authors' names is crucial for proper credit in many research fields, authors' names must appear in the same order in which they appear in the publication.

Establishing Proposal Controls

To establish proposal controls, use these components:

- Proposal Control Key Word (GM_PROP_CTR_KEYWOD),
- Proposal Control Resource (GM_PROP_CTR_RESOUR),
- Proposal Control Component (GM_PROP_CTR_CMP),
- Award Control Function (GM_AWD_CTR_FUNCT)

Use the pages that are described in this section to establish key words, resource types, component definitions, budget items, off-campus locations, and numbering formats for proposals.

This section discusses how to:

- Enter key words.
- Create proposal resource types.
- Define proposal components.
- Enter proposal and award purpose descriptions.

Pages Used to Establish Proposal Controls

| Page Name | Definition Name | Navigation | Usage |
|-------------------------|------------------------|---|--|
| Proposal Key Words | GM_PROP_CTR_KEY | Set Up Financials/Supply Chain, Product Related, Grants, Proposal Keyword, Proposal Keyword | Define key words that are used throughout the PeopleSoft Grants system. |
| Proposal Resource Types | GM_PROP_CTR_RES | Set Up Financials/Supply Chain, Product Related, Grants, Proposal Resource Types | Define resource types that you use in proposals. |
| Proposal Component | GM_PROP_CTR_CMP | Set Up Financials/Supply Chain, Product Related, Grants, Proposal Components | Define components that are used throughout the PeopleSoft Grants system. |
| Proposal/Award Purposes | GM_CTR_FNCTN | Set Up Financials/Supply Chain, Product Related, Grants, Proposal/Award Purposes | Maintain information about the type and purpose of research that will be conducted for a proposal. |

Proposal Key Words Page

Use the Proposal Key Words page (GM_PROP_CTR_KEY) to define key words that are used throughout the PeopleSoft Grants system.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Proposal Keyword, Proposal Keyword

Image: Proposal Key Words page

This example illustrates the fields and controls on the Proposal Key Words page. You can find definitions for the fields and controls later on this page.

Proposal Key Words

SetID: SHARE Keyword: DIABETES

Key Word Detail Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active + -

*Description: Diabetes

Enter terms that you want to use throughout the PeopleSoft Grants system. The entries on this page are used to track proposals by subject category (for example, cell biology, electrical engineering, history, or science) and to link multiple science codes to a project (as required by Transaction Set 194). You can also associate multiple key words with a proposal project.

Proposal Resource Types Page

Use the Proposal Resource Types page (GM_PROP_CTR_RES) to define resource types that you use in proposals.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Proposal Resource Types

Image: Proposal Resource Types page

This example illustrates the fields and controls on the Proposal Resource Types page. You can find definitions for the fields and controls later on this page.

Proposal Resource Types

SetID: SHARE Resource Type: ANIMA

Resource Type Description Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active + -

*Description: Animal

Short Description:

Add resource types that you want to use in proposals. We deliver these resource types with the system:

- *ANIMA*: Animal
- *CLINI*: Clinical

- *COMPU*: Computer
- *LABOR*: Laboratory
- *MAJOR*: Major Equipment
- *OFFIC*: Office
- *OTHER*: Other Resources
- *RESOU*: Other Resources (NSF Specific)

Note: PeopleSoft Grants delivers the preceding values as system data. The values map specifically to proposal forms (PHS - Page HH). Do not modify them.

Proposal Component Page

Use the Proposal Component page (GM_PROP_CTR_CMP) to define components that are used throughout the PeopleSoft Grants system.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Proposal Components

Image: Proposal Component page

This example illustrates the fields and controls on the Proposal Component page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Proposal Component' page. At the top, there's a title 'Proposal Component'. Below it, there's a table with two columns: 'SetID' and 'Component ID'. The table has one row with 'SHARE' and 'ADMINISTRATIVE'. Below the table, there's a 'Define Component' section. It contains several fields: 'Effective Date' with a date picker set to 01/01/2000, 'Status' with a dropdown menu set to 'Active', 'Stakeholder' with a text field containing 'Castillo, Robert' and a magnifying glass icon, and 'Description' with a text field containing 'Administrative'. There are also navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Define the components that you want to use in grants proposals and define a default stakeholder for the component. You can use components to track items that are not delivered as system data.

For example, you can use the Proposal Component page to track the status of administrative, budget, and research plan components on proposals during the internal review process. The system uses components for Proposal Approval workflow. Each proposal can have multiple components.

Proposal/Award Purposes Page

Use the Proposal/Award Purposes page (GM_CTR_FNCTN) to maintain information about the type and purpose of research that will be conducted for a proposal.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Proposal/Award Purposes

Image: Proposal/Award Purposes page

This example illustrates the fields and controls on the Proposal/Award Purposes page. You can find definitions for the fields and controls later on this page.

Enter information about the type of research that is recommended in a proposal. The most widely used research purposes are *Applied*, *Basic*, *Community Education*, *Public Service*, and *Training*.

Establishing Milestones

To establish milestones, use the Milestone Type Definition (GM_MILE_TYPE_DEFN) and the Milestone Status (GM_MILE_STATUS) components.

This section provides an overview of milestones and discusses how to:

- Define milestone types and codes.
- Define milestone statuses.

Pages Used to Establish Milestones

| Page Name | Definition Name | Navigation | Usage |
|----------------------|-------------------|--|---|
| Milestone Types/Code | GM_MILE_TYPE_DEFN | Set Up Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes | Define milestone types and codes for a SetID. |
| Milestone Status | GM_MILE_STATUS | Set Up Financials/Supply Chain, Product Related, Grants, Milestone Status | Define milestone statuses for a SetID. |

Understanding Milestones

Milestones in PeopleSoft Grants are used to track events in the life cycle of the award.

In PeopleSoft Grants, milestones represent points during the award process that you want to mark for reporting purposes or use as a reminder. Milestones might include deadlines, deliverables, and reporting requirements, such as special sponsor reports and interim or final financial reporting.

You can establish milestone types (for example, billing or final financial reports) for the institution. Individual milestones, deadlines, and reminders are specific to an award, and you capture them when you set up an award. For reporting purposes, you link an individual milestone to a milestone type.

You can define statuses to reflect the phases milestones passes through such as pending, in progress, or completed. You can use the statuses to track milestone progress.

You can generate a group of reports on a periodic basis to highlight milestones that occur within a given time period. The reports can serve as a reminder to initiate a given process. The process itself, however, is not automated by the system.

You can run control searching of the milestones periodically to determine those that satisfy certain search conditions. The result will be a list of award milestone(s) being returned. You can then trigger email notifications from the list. Email notification can be sent out for all or only select award milestone(s). You can also set up a process scheduler to search milestones that are due on the current date and send out email notifications automatically.

Milestone Type/Code Page

Use the Milestone Types/Code page (GM_MILE_TYPE_DEFN) to define milestone types and codes for a SetID.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes

Image: Milestone Type/Code page

This example illustrates the fields and controls on the Milestone Type/Code page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Milestone Type/Code' page. At the top, there are tabs for 'SetID' and 'SHARE'. Below this, the 'Milestone Type' tab is selected, showing 'BILL'. The page is divided into two main sections: 'Details' and 'Code Details'. The 'Details' section contains fields for 'Effective Date' (01/01/1900), 'Contact ID', 'Description' (Billing), and 'Short Description' (Billing). It also has a 'Status' dropdown set to 'Active' and an 'Include in Award' checkbox. The 'Code Details' section contains a table with columns for 'Milestone Code', 'Description', and 'Initial Status'. The table shows a single entry with 'BILLING' as the code and 'Billing' as the description. The page has navigation controls like 'Find', 'View All', and 'First/Last' buttons.

The milestone type is a label for grouping milestones.

In the Details group box, enter a short and long description of the milestone. In the Code Details group box, enter the milestone code and description. You can define milestone types and codes for a SetID. Define the milestones in this control page so that you can use them within the award profile pages

to administer the award. The values that you enter on this page appear on the Look Up page for the Milestone Type and Milestone Code fields on the Award Profile Milestone page.

| | |
|-------------------------|---|
| Contact ID | Define a default contact person for the current milestone. You can identify one or more contacts for each milestone within an award. This default contact is included in the award when the milestone is created in the award. |
| Include in Award | If this option is selected, then the current milestone will always be included in the award at the time of generation. |
| Milestone Code | Milestone codes enable you to name the individual milestones that correspond to a specific milestone type. For example, if you create a milestone type of <i>FNREP</i> (financial status reporting), the individual milestone codes could be <i>FINAL</i> or <i>INTERIM</i> . |
| Initial Status | Select the initial status to be assigned to the milestone type when an award is generated. |

Milestone Status Page

Use the Milestone Status page (GM_MILE_STATUS) to define milestone statuses for a SetID.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Milestone Status

Image: Milestone Status page

This example illustrates the fields and controls on the Milestone Status page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Milestone Status' page. At the top, there's a header with 'Milestone Status'. Below it, a table displays 'SetID' as 'SHARE' and 'Milestone Status' as 'COM'. Underneath the table, a section titled 'Milestone Status Detail' contains three input fields: 'Effective Date' with the value '01/01/1900', 'Effective Status' with a dropdown menu set to 'Active', and 'Description' with the value 'Completed'. To the right of these fields are navigation buttons: 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Enter milestone status details. The milestone status is user configurable. One value, COM (Completed), is system-delivered. Leaving the milestone status blank is allowed.

Setting Up the PeopleSoft Grants Forms Printing Solution

To set up forms printing, use the Sponsor Form Detail (GM_SP_FORM_DETAIL) component.

This section provides an overview of forms printing and discusses how to:

- Set up the forms uniform resource locator (URL) maintenance area.

- Enter the names of the PDF templates.

Pages Used to Set Up the PeopleSoft Grants Forms Printing Solution

| Page Name | Definition Name | Navigation | Usage |
|------------------|------------------------|--|--|
| URL Maintenance | URL_TABLE | PeopleTools, Utilities, Administration, URLs | Enter the location where you want to download the forms. |
| Sponsor Forms | GM_SP_FORM_DETAIL | Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Forms | Enter the names of the PDF templates that you are using with the PeopleSoft Grants system. |

Understanding Forms Printing

The PeopleSoft Grants forms printing solution uses file layouts to generate XML. This is accomplished by using existing PeopleTools functionality. Through the use of XML and XFDF (XML forms data format), the PeopleSoft Grants forms solution maps all of the required data elements to the actual sponsor forms. As a result, you can edit and print forms online using Adobe Acrobat Reader. Because this solution uses standard PeopleTools technology, you no longer need to engage a third party to fulfill your forms printing needs.

Usable Forms

You can use the PeopleSoft Grants forms printing solution with these forms:

- Grant Application (PHS-398)

This is the set of proposal application forms that the NIH requires for funding requests.

- Non-Competing Grant Progress Report (PHS-2590)

This is an interim progress report that the NIH requires recipients to submit for funding. You typically submit this form annually.

- Federal Financial Report (SF-425)

This is a standard form that is used by federal agencies to report the cash management and financial status of single or multiple awards.

Forms Downloads from Sponsor Websites

To set up the PeopleSoft Grants forms printing solution for a database, you can download PDF files from http://www.whitehouse.gov/omb/grants/grants_forms.html

Note: Place these files in the location that is defined on the URL Maintenance page (see the following information).

Related Links

[Submitting Proposals](#)

URL Maintenance Page

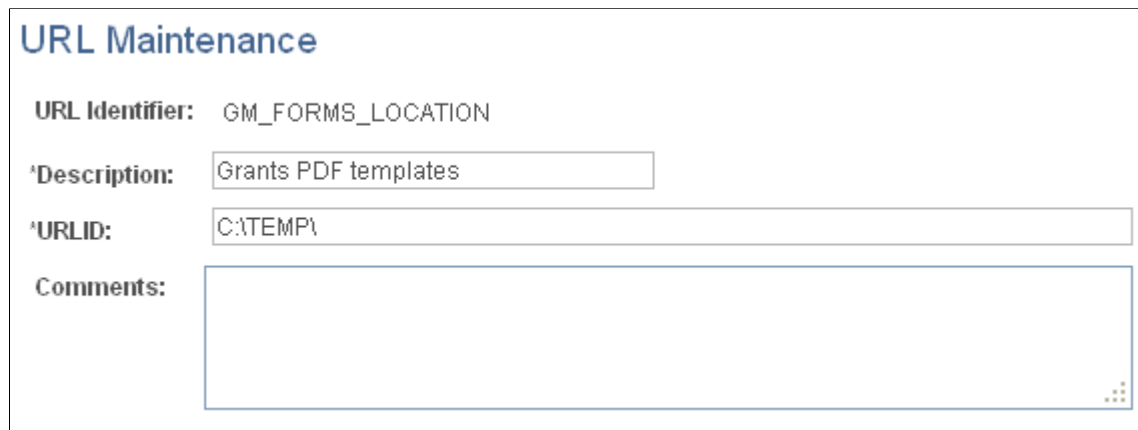
Use the URL Maintenance page (URL_TABLE) to enter the location where you want to download the forms.

Navigation

PeopleTools, Utilities, Administration, URLs

Image: URL Maintenance page

This example illustrates the fields and controls on the URL Maintenance page. You can find definitions for the fields and controls later on this page.



The screenshot shows the 'URL Maintenance' page. It has a title 'URL Maintenance' in blue. Below the title, there are four fields: 'URL Identifier:' with the value 'GM_FORMS_LOCATION', 'Description:' with the value 'Grants PDF templates', 'URLID:' with the value 'C:\TEMP\...', and 'Comments:' with a large empty text area. The 'URLID' field has a small icon in the bottom right corner.

Enter the location where you placed the forms in the URL field. This location can be a file system location such as G:\FORMS. In this case, the users need to have access to this location when they are viewing the printed forms. This location can also be a web address such as <http://www.university.edu/Administration/Grants/Forms/>.

Sponsor Forms Page

Use the Sponsor Forms page (GM_SP_FORM_DETAIL) to enter the names of the PDF templates that you are using with the PeopleSoft Grants system.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Forms

Image: Sponsor Forms page

Sponsor Forms page

Sponsor Forms

SetID: SHARE Form ID: 2590

Form Detail Find | View All First 1 of 1 Last

'Effective Date: 01/01/1900 'Status: Active

'Description: PHS 2590 Continuation

'Short Description: PHS 2590 File Name: 2590_forms.pdf

Comments: PHS 2590 Continuation Forms.

Search for and access the pages for the following forms. Then, enter the file name of the form in the File Name field.

| Form | File Name (example) |
|-------------|----------------------------|
| PHS 398 | 398_Forms.PDF |
| 2590 | 2590_Forms.PDF |
| NIHMOD | 398_MODULAR.PDF |

Setting Up and Maintaining PeopleSoft Grants Information

Setting Up and Maintaining PeopleSoft Grants Information

These topics discuss how to:

- Set up and maintain institutions.
- Set up and maintain sponsored projects.
- Set up and maintain departments.
- Set up and maintain sponsors.
- Set up and maintain professional data.
- Maintain subrecipients.
- Define a Contracts Workbench template for Grants.
- Maintain Grants information using the Contracts Workbench.

Setting Up and Maintaining Institutions

To set up and maintain institutions, use these components:

- Institution Profile (INSTITUTION_PROFIL).
- Institution Contacts (GM_IN_CONTACTS).
- FA Rates (GM_FA_RATES).
- Institution Fringe Rates (GM_INST_FRINGE).
- Institution Certification (INSTITUTION_CERT).
- Institution Audit (INSTITUTION_AUDIT).

This section provides an overview of institutional information and discusses how to:

- Establish the institution name.
- Establish institution information.
- Establish institution attributes.

- Establish the institution address.
- Establish institution contacts.
- Establish institution facilities and administration rates.
- Establish institution fringe rates.
- Establish institution certifications and compliances.
- Establish institution audit information.

Pages Used to Set Up and Maintain Institutions

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------|------------------------|---|--|
| Institution - Name | GM_INSTITUTION | Grants, Institutions, General Information | Establish the institution name. |
| Institution - Information | GM_IN_INFO | Grants, Institution, General Information, Information | Establish institution information. |
| Institution - Attributes | GM_IN_ATTRIB | Grants, Institution, General Information, Attributes | Establish institution attributes. The data elements that you enter on this page appear on sponsor forms and reports. |
| Institution - Address | GM_IN_ADDRESS | Grants, Institution, General Information, Address | Establish the institution address. You can assign multiple location addresses to the institution. |
| Institution Electronic Address | GM_IN_ADDR_E | Click the Additional Info button on the Institution - Address page. | Enter email and uniform resource locator (URL) information for the institution. |
| Institution - Contacts | GM_IN_CONTACTS | Grants, Institution, Contacts | Establish institution contacts. You can enter contact- and approval-level information for the individuals who are involved in the grants process at the institution. |
| Facilities Admin Rates | GM_IN_FACILT_ADMIN | Grants, Institution, Facilities Admin Rates | Establish institution F&A rates. |
| Fringe Rates | GM_IN_FRIN_RATE | Grants, Institution, Fringe Rates | Establish institution fringe rates. |

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|---|---|
| Certifications/Compliance | GM_IN_CERT_COMPL | Grants, Institution, Certifications/Compliance | Establish institution certifications and compliances. This includes all institution-related compliance submissions, including cost accounting standard compliance submissions and federal demonstration project compliance. |
| Institution Cert/Compl Comment (institution certification and compliance comment) | GM_IN_CERT_SEC2 | Click the Comments button on the Certifications & Compliances page. | Enter comments about the certifications and compliances. |
| Audit | GM_IN_AUDIT | Grants, Institution, Audits | Establish institution audit information. This includes historical audit engagement records, related alerts, and resolutions. |

Understanding Institutional Information

PeopleSoft Grants uses the institutional information that you enter on the Institution Profile page to populate sponsor proposal forms (pre-award) and financial status reports (post-award).

Institution pages capture this information:

- Legal name.
- Addresses.
- Attributes.
- Officials and contacts.
- F&A agreement rates.
- Fringe benefit agreement rates.
- Audits.
- Certifications.
- Compliance issues.

Supporting control pages capture this information:

- Institution types.
- Locations.
- Attribute types.
- F&A rate types and bases.

- Employee classifications.
- Certification types.
- Compliance types.
- Audit types.

The system uniquely identifies institutions through the institution ID. Each institution is associated with a setID. SetID is a key field on each record.

Institution - Name Page

Use the Institution - Name page (GM_INSTITUTION) to establish the institution name.

Navigation

Grants, Institutions, General Information

Image: Institution - Name page

This example illustrates the fields and controls on the Institution - Name page. You can find definitions for the fields and controls later on this page.

| Name | Information | Attributes | Address |
|-------|-------------|--------------------|-----------------------|
| SetID | SHARE | Institution | 001 |
| | | Description | PeopleSoft University |
| | | 'Description | PeopleSoft University |
| | | 'Short Description | PS Univ |
| | | Legal Name | PeopleSoft University |

Enter a long description and short description for the institution, as well as the institution's legal name. Because the data elements for an institution's name are static, this page is not effective-dated.

Note: Through PeopleSoft security, you can limit access to this page to a few individuals within the sponsored program's office. You can also provide view access to any user as needed.

Related Links

PeopleTools PeopleBook: Security Administration

Institution - Information Page

Use the Institution - Information page (GM_IN_INFO) to establish institution information.

Socially and Economically Disadvantaged

Select if the institution is socially and economically disadvantaged. This field is available when the type is *Small Business*.

Related Links

[Establishing Institution Controls](#)

Institution - Attributes Page

Use the Institution - Attributes page (GM_IN_ATTRIB) to establish institution attributes.

The data elements that you enter on this page appear on sponsor forms and reports.

Navigation

Grants, Institution, General Information, Attributes

Image: Institution - Attributes page

This example illustrates the fields and controls on the Institution - Attributes page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Institution - Attributes' page. At the top, there are tabs for 'Name', 'Information', 'Attributes' (which is active), and 'Address'. Below the tabs, the page shows the following information:

- SetID:** SHARE
- Institution:** 001
- Description:** PeopleSoft University

The main section is titled 'Attributes As Of' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. Below this, there is a table with two rows of attributes:

| Attribute Type | Value | Comments | Status |
|-------------------------------------|------------|---------------------------|--------|
| CGRS_DIST Congressional District | District 1 | | Active |
| DUNS DUNS Institution Number | 144709193 | Institutional DUNS Number | Active |

Enter all attribute types that you want to associate with the institution.

Attribute Type

The values for this field come from the institution Attribute Type control table. Values might include *Cage Code*, *Congressional District*, *DUNS*, *Equipment Thresholds*, or *National Science Foundation Organization Code*. You can enter multiple attributes by adding rows.

Value

Enter a value (numeric, character, or both) to represent the attribute that you selected. You can enter an attribute value up to 80 characters in length.

If the Attribute Type is DUNS, then enter the institutions nine-character DUNS number. This is a required field for the Federal Financial Report.

Related Links

[Establishing Institution Controls](#)

Institution - Address Page

Use the Institution - Address page (GM_IN_ADDRESS) to establish the institution address.

You can assign multiple location addresses to the institution.

Navigation

Grants, Institution, General Information, Address

Image: Institution - Address page

This example illustrates the fields and controls on the Institution - Address page. You can find definitions for the fields and controls later on this page.

| Name | Information | Attributes | Address |
|---|-----------------------|-----------------------------------|---------|
| SetID | SHARE | Institution | 001 |
| Description | PeopleSoft University | | |
| Institution Address as of | | Find View All First 1 of 1 Last | |
| Effective Date | 01/01/1900 | | |
| Status | | + - | |
| Address Information | | Find View All First 1 of 1 Last | |
| Location | | EGV03 - Pleasanton, CA | |
| <input checked="" type="checkbox"/> Proposal Location <input checked="" type="checkbox"/> Billing Location <input checked="" type="checkbox"/> Award Location | | Additional Info + - | |
| Phone | | | |
| Prefix | | Telephone | |
| Ext | | Fax | |
| Mailing Address | | | |
| Address 1 | | Building # | |
| City Pleasanton | | Floor # | |
| County Alameda | | Sector | |
| State CA California | | Postal 94588 | |
| Country USA United States | | Jurisdiction | |

Select a location for the institution and indicate how the location address is used (proposal location, billing location, or award location). Each address has a unique location code.

You can list various locations at the institution. PeopleSoft Grants retrieves the phone and address information for that location on the location control table. Because institution addresses do not routinely change, this page is not effective-dated.

Additional Info (additional information)

Click to enter email and URL information for the institution.

Related Links

"Setting Up Locations (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Institution - Contacts Page

Use the Institution - Contacts page (GM_IN_CONTACTS) to establish institution contacts.

You can enter contact- and approval-level information for the individuals who are involved in the grants process at the institution.

Navigation

Grants, Institution, Contacts

Image: Institution - Contacts page

This example illustrates the fields and controls on the Institution - Contacts page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Institution - Contacts' page. At the top, it shows 'SetID SHARE', 'Institution 001', and 'Description PeopleSoft University'. Below this, there's a section for 'Institution Contacts as of' with a search bar and navigation links. The main form area is divided into several sections: 'Contact Detail' with fields for Employee ID, Job Code, Location, and Email; 'Approval Authority' with checkboxes for 'Unlimited Threshold' and 'Legally Bind Institution', and a 'Currency' dropdown set to 'USD'; 'Phone' with a 'Type' dropdown; and 'Official' with an 'Official Type' dropdown set to 'Institution Officer'. Each section has its own search and navigation controls.

Enter contact information for the individuals who are involved in the grants process. Indicate the person's approval authority and phone information. Assign each official to a particular location. You can have more than one official for each institution.

This page provides institution contact and reviewer data for proposals and awards. Approval levels can determine workflow for a monetary or legally binding review.

Unlimited Threshold

Select if the contact can authorize unlimited sums of money.

Threshold Amount

Enter a specific maximum monetary amount that the individual has authority to approve.

Legally Bind Institution

Select if the contact's signature legally binds the institution.

Related Links

[Setting Up and Maintaining Professional Data](#)

Facilities Admin Rates Page

Use the Facilities Admin Rates page (GM_IN_FACILT_ADMIN) to establish institution F&A rates.

Navigation

Grants, Institution, Facilities Admin Rates

Image: Facilities Admin Rates page

This example illustrates the fields and controls on the Facilities Admin Rates page. You can find definitions for the fields and controls later on this page.

Facilities Admin Rates

SetID: SHARE Institution: 001 Description: PeopleSoft University

Rate Agreement

Find | View All First 1 of 1 Last

'Effective Date: 07/01/2005

'Status: Active

Agreement ID: DHHS-02

'Descr: July 2005

'Negotiation Agency: DHHS

Regional Office: DHHS Bethesda, MD

Negotiation Date: 05/03/2005

'Rate Status: Pre-determined

Rate Type

Find | View All First 1-2 of 3 Last

| 'Rate Type | FA Rate % | 'Descr |
|------------------|-----------|------------------|
| ANIM Animal Care | 10.00 | Animal Care Rate |
| OFC Off Campus | 30.00 | Off Campus Rate |

F&A is the facilities and administration rates that you negotiate with your federal cognizant agency. The rate is the amount or percentage that you can recoup for overhead expenditures that you incur as a result of your research.

Enter an agreement ID and a description. Select the agency with which you are negotiating F&A rates for the institution and the rate type. Enter the F&A rate percentage and a description.

Because institutions typically negotiate multiple years of sponsored funding at the same time, this page is effective-dated.

Rate Status

The rate statuses act as an indicator as to the status of your negotiated rates. *Provisional*, for example, means that the government has not yet locked down the rate. The rates that you enter here serve as defaults that the system uses during the budgeting phase of your proposal preparation. Rate status options are system-delivered. Values are *Final*, *Fixed*, *Pre-Determined*, and *Provisional*.

Rate Type and FA Rate % (facilities and administration rate percent)

Multiple rates and rate types may exist for each agreement. Rate types are defined in the F&A rate type control table. The institution's negotiated rates operate during the proposal preparation phase as defaults to provide guidance for budgeting.

Related Links

[Establishing Institution Controls](#)

Fringe Rates Page

Use the Fringe Rates page (GM_IN_FRIN_RATE) to establish institution fringe rates.

Navigation

Grants, Institution, Fringe Rates

Image: Fringe Rates page

This example illustrates the fields and controls on the Fringe Rates page. You can find definitions for the fields and controls later on this page.

Fringe Rates

SetID: SHARE Institution: 001 Description: PeopleSoft University

Fringe Rate As Of: Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active Entered By: SAMPLE

| Federal | Rate Percentage | Rate Type | Currency | Annual Amount |
|-------------------------------------|-----------------|-----------|----------|---------------|
| <input checked="" type="checkbox"/> | 20.00 | Faculty | | |

Use this page to maintain information about your institution's established fringe benefit agreements.

The rates that you enter here serve as defaults to guide the budgeting process for your proposal. When setting up this page, enter a percentage or a flat amount, but not both. If the institution has one rate for federally sponsored programs, and another rate for nonfederally sponsored programs, select the Federal check box for the appropriate rates.

Select or enter the fringe rate type, rate percentage, or annual amount for each row.

Federal

Select to designate that the fringe rate type is Federal.

Rate Percentage

Enter the percentage at which to calculate fringe benefits for the rate type.

Rate Type

Select a value from the list. Values are *Faculty*, *Other*, *Regular*, and *Temporary*.

Currency

Select the currency that you want the system to use to calculate the fringe rate.

Annual Amount

If fringe benefits are calculated annually, enter an amount.

The institution's fringe rates operate during the proposal preparation phase as defaults that are associated with employee classifications for budgeting.

Certifications/Compliance Page

Use the Certifications/Compliance page (GM_IN_CERT_COMPL) to establish institution certifications and compliances.

This includes all institution-related compliance submissions, including cost accounting standard compliance submissions and federal demonstration project compliance.

Navigation

Grants, Institution, Certifications/Compliance

Image: Certifications/Compliance page

This example illustrates the fields and controls on the Certifications/Compliance page. You can find definitions for the fields and controls later on this page.

Certifications/Compliance

SetID: SHARE Institution: 001 Description: PeopleSoft University

Certifications & Compliances Find | View All First 1 of 1 Last

*Effective Date: 11/01/2001 *Status: Active Entered By: VP1

Details Personalize | Find | View All First 1-4 of 6 Last

| *Code | Short Description | *Indicator | Certification Date | Expiration Dt | Reference Number |
|-------|-------------------|------------|--------------------|---------------|------------------|
| DRUG0 | Drug-Free | Yes | 07/01/2001 | 06/30/2006 | |
| FEDDT | Fedrl Debt | Yes | 07/01/2001 | 06/30/2005 | |
| INVPT | Inventions | Yes | 08/03/2001 | 06/30/2010 | |
| LOBBY | Lobbying | Yes | 07/01/2001 | 06/30/2005 | |

Select a certification and compliance code, indicator, certification or disclosure date, end date, and reference number (if appropriate). Enter a customer and any comments that you may have for each certification or compliance on the page.

For audit purposes, PeopleSoft Grants saves the user IDs of individuals who make changes to this page.

Reference Number

Enter any relevant external reference numbers that a compliance committee may supply.

Comments

Click to add comments about the certifications and compliances.

Note: Before you enter institution compliance data, establish all compliance and certification codes in the compliance type and certification type control tables.

Related Links

[Establishing Institution Controls](#)

Audits Page

Use the Audit page (GM_IN_AUDIT) to establish institution audit information.

This includes historical audit engagement records, related alerts, and resolutions.

Navigation

Grants, Institution, Audits

Image: Audits page

This example illustrates the fields and controls on the Audits page. You can find definitions for the fields and controls later on this page.

For each audit, describe what the program covers. Select the name of the sponsor that is conducting the audit, and then enter the name of the auditor, the audit report ID number, and all date information.

For each combination of audit type and begin date, you can maintain multiple audit alerts, the name of the audit resolution official, and a description of the alert.

Audit types are defined in the audit type control table. This information supports compliance with sponsor reporting requirements.

Related Links

[Establishing Institution Controls](#)

Setting Up and Maintaining Sponsored Projects

To set up and maintain sponsored projects, use the Sponsored Projects Office (GM_SPO_OFFICIAL) component.

This section provides an overview of sponsored projects setup and maintenance and discusses how to set up and maintain the sponsored projects office (SPO).

Page Used to Set Up and Maintain Sponsored Projects Office

| Page Name | Definition Name | Navigation | Usage |
|---------------------------|-----------------|--|--|
| Sponsored Projects Office | GM_SPO_OFFICIAL | Grants, Sponsored Projects Office, General Information | Set up and maintain the sponsored projects office. Enter a description, employee contact, and authorized representative information for the SPO. |

Understanding Sponsored Projects Setup and Maintenance

Define the sponsored projects offices to be used by institution. Workflow uses the email address established here.

Sponsored Projects Office Page

Use the Sponsored Projects Office page (GM_SPO_OFFICIAL) to set up and maintain the sponsored projects office.

Enter a description, employee contact, and authorized representative information for the SPO.

Navigation

Grants, Sponsored Projects Office, General Information

Image: Sponsored Projects Office page

This example illustrates the fields and controls on the Sponsored Projects Office page. You can find definitions for the fields and controls later on this page.

Sponsored Projects Office

SetID SHARE SPO ID SP01

*Short Description

*Description

Contact Grafton, Kenneth

Authorized Representative

Personalize | Find | View All | First 1 of 1 Last

| | Empl ID | Name | HSPIRES User Name | |
|---|-------------------------------|------|-------------------------------|--|
| 1 | <input type="text" value=""/> | | <input type="text" value=""/> | |

Identify an SPO and a contact person for that office. This SPO office is associated with one or more departments. On the General Information page (Grants, Department, General Information) you associate the value that you establish with the department. This information is displayed on the Proposal Project page.

If you are registered with NSPIRES (NASA Solicitation and Proposal Integrated Review and Evaluation System), enter your user name.

Setting Up and Maintaining Departments

To set up and maintain departments, use the Department Profile (DEPARTMENT_PROFILE) and Department Contacts (GM_DEPT_CONTACTS) components.

This section provides an overview of department setup and maintenance and discusses how to:

- View the department profile.
- Establish department addresses.
- Establish department attributes.
- Establish department contacts.

Pages Used to Set Up and Maintain Departments

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|------------------------|---|---|
| Department - Department | GM_DEPARTMENT | Grants, Departments, General Information | Display grants information on the colleges, departments, divisions, and other defined units for the institution. |
| Department - Address | GM_DEPT_ADDRESS | Grants, Departments, General Information, Address | Establish the primary department location for the grants administration process at the institution. |
| Department - Attribute | GM_DEPT_ATTRIBUTE | Grants, Departments, General Information, Attribute | Select the data elements that appear on sponsor forms and reports. |
| Contacts | GM_DEPT_CONTACTS | Grants, Departments, Contacts | Enter contact information about the individuals who are associated with a specific department. The institution uses this information for proposal and award processing. |

Understanding Department Setup and Maintenance

Use the department profile pages to create and maintain information about the institution's research units for the purpose of administering grants. Department values represent the hierarchical breakdown of the institution into entities such as departments, divisions, centers, institutes, and laboratories.

Here is some general information about setting up and maintaining departments:

- PeopleSoft departments are organized by setID; setIDs are the labels that PeopleSoft software uses to identify a tableset.
- You can create tablesets for the setup tables to share control table data among multiple business units and minimize redundant tasks.
- The structure and features of the delivered PeopleSoft General Ledger departments enable institutions to maintain PeopleSoft Grants data and financial information for a department (college, division, department).

This existing structure that exists within the Department table (DEPARTMENT_TBL) enables post-award financial and reporting processes, such as billing, payments, and purchase orders.

- You establish new departments first through the hierarchical tree structure in PeopleSoft Tree Manager.
- PeopleSoft software uses the terms *department* and *unit* interchangeably (the departmental entity in PeopleSoft software represents a broader scope than the traditional university department).
- An entity within the institution that tracks expenses and revenues can also be an entity that receives funds through proposals and awards.
- An entity that receives sponsored funding can also be an entity against which transactions are reported.

Related Links

"Understanding ChartField Summarization with Trees (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Department - Department Page

Use the Department - Department page (GM_DEPARTMENT) to display grants information on the colleges, departments, divisions, and other defined units for the institution.

Navigation

Grants, Departments, General Information

Image: Department - Department page

This example illustrates the fields and controls on the Department - Department page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Department - Department' page in PeopleSoft. At the top, there are tabs for 'Department', 'Address', and 'Attribute'. Below the tabs, the page is titled 'Department Manager' and shows details for 'Department 1'. The 'SetID' is 'SHARE' and the 'Description' is 'Department 1'. The 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'. The 'Manager ID' is 'KU0042' and the 'Manager Name' is 'Schumacher, Kenneth'. There are input fields for 'Major Subdivision', 'Institution', and 'SPO', each with a search icon. The 'Contact' field is also present but empty. The page includes navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Select the major subdivision, institution, and SPO to associate with the department.

You cannot modify department ChartField information on the PeopleSoft Grants pages. The fields appearing on this page come from the Department table. You establish the display information on this page when you design the department ChartField. You must change these fields on the Design ChartFields pages within the PeopleSoft Financials system.

Related Links

"Understanding PeopleSoft ChartField Configuration (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Entering and Maintaining ChartField Values (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Department - Address Page

Use the Department - Address page (GM_DEPT_ADDRESS) to establish the primary department location for the grants administration process at the institution.

Navigation

Grants, Departments, General Information, Address

Image: Department - Address page

This example illustrates the fields and controls on the Department - Address page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Department - Address' page. At the top, there are tabs for 'Department', 'Address', and 'Attribute'. Below the tabs, the page is divided into sections. The 'Address Info' section includes fields for 'Effective Date' (set to 02/25/2013), 'Status' (set to Active), 'Location' (a dropdown menu), 'Email', and 'URL'. Below this is the 'Phone' section with fields for 'Prefix', 'Ext', 'Telephone', and 'Fax'. The 'Mailing Address' section includes fields for 'Address 1', 'City', 'County', 'State', 'Country', 'Building #', 'Floor #', 'Sector', 'Postal', and 'Jurisdiction'.

Select the location of the department, and then enter its email address and URL.

Location

Select a primary department location for the grants administration process. You establish individual locations on the Location Definition page. Phone and mailing address information is supplied by default from the location table.

Related Links

"Setting Up Locations (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Department - Attribute Page

Use the Department - Attribute page (GM_DEPT_ATTRIBUTE) to select the data elements that appear on sponsor forms and reports.

Navigation

Grants, Departments, General Information, Attribute

Image: Department - Attribute page

This example illustrates the fields and controls on the Department - Attribute page. You can find definitions for the fields and controls later on this page.

Attribute Type

Select an attribute type from the list. Values might include *Cage Code*, *Congressional District*, *Equipment Thresholds*, and *National Science Foundation Organization Code*.

These data elements appear on sponsor forms and reports. Institutions define their own sets of relevant attributes (such as DUNS+4) on the Attribute Type control page. You can also enter attributes at the institution level on the Institution Attributes page.

Value

Enter a numeric or alphabetic value, or use a combination of numbers and letters.

Related Links

[Establishing Institution Controls](#)

Contacts Page

Use the Contacts page (GM_DEPT_CONTACTS) to enter contact information about the individuals who are associated with a specific department.

The institution uses this information for proposal and award processing.

Navigation

Grants, Departments, Contacts

Image: Contacts page

This example illustrates the fields and controls on the Contacts page. You can find definitions for the fields and controls later on this page.

Select an employee ID for the department contact. The contact information (name, job code, location, and email) appears. Select an approval authority level for each contact.

You can designate multiple employees as contacts. Each employee can also have multiple official types (such as department head, representative, and payee), and multiple phone numbers.

Unlimited Threshold

Select if the contact has unlimited authority to sign or approve contracts.

Threshold Amount

Enter the maximum monetary amount for which the contact can sign or approve a contract. The institution can use this level to determine workflow for monetary or legally binding reviews.

Legally Bind Institution

Select if the contact's signature legally binds the institution.

Related Links

[Setting Up and Maintaining Institutions](#)

Setting Up and Maintaining Sponsors

To set up and maintain sponsors, use these components:

- Customer General (CUSTOMER_GENERAL).
- Sponsor Forms Used (SPNSR_FORMSUSED).
- Sponsor Facilities Administration Rates (GM_SP_FACILT_ADMIN).
- Sponsor Guidelines (GM_SP_GUIDELINE).
- Sponsor Budget Categories (GM_SP_BUD_CAT).
- Sponsor Website Setup (GM_SPN_URL_SETUP).
- Overall Sponsor Links (GM_SPN_URL).

This section provides overviews of sponsor setup and maintenance and sponsor guidelines and discusses how to:

- Establish general sponsor information.
- Create sponsor details.
- Create sponsor attribute types.
- Establish bill to options.
- Establish ship to options.
- Establish sold to options.
- Enter miscellaneous general information.
- Establish sponsor forms.
- Establish sponsor F&A rates.
- Establish sponsor guidelines.
- Establish sponsor budget items.
- Set up sponsor website links.
- View and use sponsor websites.

Pages Used to Set Up and Maintain Sponsors

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--|-------------------------------|--|--|
| Sponsor - General Info (general information) | CUST_GENERAL1 | Grants, Sponsors, General Information | Add or review a customer's name and level information and assign associated roles. |
| Sponsor - Details | GM_SPNSR | Grants, Sponsors, General Information, Details | Enter and maintain PeopleSoft Grants-specific billing information about a sponsor. |

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|---|
| Sponsor - Attributes | GM_SP_ATTRIB | Grants, Sponsors, General Information, Attributes | Select data elements to appear on sponsor forms and reports. |
| Sponsor - Bill To Options | CUST_BILLTO_OPT | Grants, Sponsors, General Information, Bill To Options | Enter billing information. |
| Sponsor - Ship To Options | CUST_SHIPTO_OPT1 | Grants, Sponsors, General Information, Ship To Options | Enter customer information for the ship to customer. |
| Sponsor - Sold To Options | CUST_SOLDTO_OPT | Grants, Sponsors, General Information, Sold To Options | Enter or select various sold to and pricing options. |
| Sponsor - Miscellaneous General Info (miscellaneous general information) | CUST_GENERAL_MISC | Grants, Sponsors, General Information, Miscellaneous General Info | Enter the customer's web address, currency code, rate type, and support team code. |
| Sponsors - Forms | GM_SP_FORMSUSED | Grants, Sponsors, Forms | Link a sponsor to multiple form IDs, form names, form descriptions, and form transmission codes that you have established on the forms control table. |
| Sponsors - Facilities Admin Rates (sponsor facilities and administration rates) | GM_SP_FACILT_ADMIN | Grants, Sponsors, Facilities Admin Rates | Assign multiple F&A rate types and rate percentages to a sponsor. |
| Sponsors - Guidelines | GM_SP_GUIDELINE | Grants, Sponsors, Guidelines | Link a sponsor to one or more guidelines. |
| Sponsors - Budget Items | GM_SP_BUD_CAT | Grants, Sponsors, Budget Items | Associate a sponsor with specific budget items. |
| Sponsor Website Setup | GM_SPN_URL_SETUP | Setup Financials/Supply Chain, Product Related, Grants, Sponsor Websites Setup | Configure sponsor URL links. The links appear on the Sponsor Websites page. |
| Sponsor Websites | GM_SPN_URL | Grants, Sponsor Websites | View sponsor URL links and use links to access sponsor web pages. |

Understanding Sponsor Setup and Maintenance

With PeopleSoft Grants, you can create and maintain profiles for external sponsors who support research at institutions of higher education.

Here are some general guidelines about setting up and maintaining sponsors:

- Indicate that the sponsor is a PeopleSoft Grants sponsor when you add a PeopleSoft Grants sponsor.

This enables all PeopleSoft Grants users to view only PeopleSoft Grants-applicable sponsors rather than all customers and sponsors.

- You can populate and administer proposals, awards, forms, reports, and billings after you capture sponsor data.
- The institution can determine sponsor and subsponsor relationships and levels.
- If a sponsor allows proposals with multiple principle investigators and co-principle investigators, then you must indicate this when setting up the sponsor.

Understanding Sponsor Guidelines

Sponsor guidelines are special notations, limits, or rules that a sponsor may have regarding how you can use their funds when they are awarded. The institution can determine the level of detail for sponsor guidelines (for example, whether specific guidelines exist for each cost category or one guideline exists that includes a list of cost categories). The processing implications of sponsor guidelines are implementation-specific.

Here are some guidelines that you can use for sponsors:

- Expanded Authorities.

The sponsor gives you the authority to use remaining funds for these budget periods without first requesting permission from the sponsor.

- Salary Cap.

The sponsor can specify a limit to how much of the sponsored funds can be used for salary expenditures.

- Fly American Carriers.

The sponsor can require that any travel that you do in conjunction with the research activities be conducted using only U.S. carriers.

Sponsor guidelines serve as a reference and have no processing implications. They are defined in a guideline control table at a level of detail that the institution determines. You can associate multiple guidelines with one sponsor.

Sponsor - General Info Page

Use the Sponsor - General Info (general information) page (CUST_GENERAL1) to add or review a customer's name and level information and assign associated roles.

Navigation

Grants, Sponsors, General Information

Image: Sponsor - General Info page (1 of 2)

This example illustrates the fields and controls on the Sponsor - General Info page (1 of 2). You can find definitions for the fields and controls later on this page.

| General Info | | Details | Attributes | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info |
|--|---|-------------|------------|--|-----------------|-----------------|----------------------------|
| SetID | SHARE | Sponsor | 1018 | General Info Links ...More | | | |
| 'Status | Active | 'Date Added | 01/01/1900 | 'Since | 01/01/1900 | Level | Regular |
| | | | | | | 'Type | User 1 |
| 'Name 1 | National Institute of Health | | | 'Short Name | National I | | |
| Name 2 | | | | | | | |
| Currency Code | USD | Rate Type | CRRNT | | | | |
| Roles | | | | | | | |
| <input checked="" type="checkbox"/> Bill To Customer | <input checked="" type="checkbox"/> Correspondence Customer | | | | | | |
| Bill To Selection | Correspondence Selection | | | | | | |
| <input checked="" type="checkbox"/> Work Customer | <input checked="" type="checkbox"/> Remit From Customer | | | | | | |
| Ship To Selection | Remit From Selection | | | | | | |
| <input checked="" type="checkbox"/> Sold To Customer | <input checked="" type="checkbox"/> Corporate Customer | | | | | | |
| Sold To Selection | Corporate Selection | | | | | | |
| <input type="checkbox"/> Broker Customer | <input type="checkbox"/> Consolidation Customer | | | Consolidation Business Unit | | | |
| <input type="checkbox"/> Indirect Customer | <input checked="" type="checkbox"/> Grants Management Sponsor | | | | | | |
| Federal Attributes | | | | | | | |
| <input type="checkbox"/> Federal Customer | Trading Partner Code | | | Disbursing Office | | | |
| <input type="checkbox"/> Appropriation Symbol Not Required for Reimbursable Agreements | | | | | | | |

Image: Sponsor - General Info page (2 of 2)

This example illustrates the fields and controls on the Sponsor - General Info page (2 of 2). You can find definitions for the fields and controls later on this page.

Support Teams Personalize | Find | View All | First 1 of 2 Last

| Team Code | Default | Description |
|-----------|-------------------------------------|--------------------|
| A-1 | <input checked="" type="checkbox"/> | Super Support Team |

Address Locations Find | View All | First 1 of 2 Last

'Location: 1
Description: Main Address

☒ Bill To ☒ Primary ☐ Broker ☐ Primary
☒ Worksite ☒ Primary ☐ Indirect ☐ Primary
☒ Sold To ☒ Primary ☐ Correspondence Address

☐ Staffing Hot List ☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All | First 1 of 2 Last

'Effective Date: 01/01/1900 'Status: Active
Tax Code: Language Code: English
Physical Nature: Where Performed: Ship To Location
Alternate Name 1: Alternate Name 2:

Country: USA United States
Address 1: 6701 Rockledge Drive
Address 2: Room 1040-MSC7710
Address 3:
City: Bethesda ☐ In City Limit
County: Bethesda Postal: 20892-7710
State: MD Maryland

[View Phone Information](#)
[View Map](#)

General Info Links: ...More

Grants Management Sponsor

Select to designate this sponsor as a PeopleSoft Grants sponsor.

Instructions for establishing general sponsor and address information appear in the *PeopleSoft Order to Cash Common Information* documentation.

Related Links

"Adding General Customer Information (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Sponsor - Details Page

Use the Sponsor - Details page (GM_SPNSR) to enter and maintain PeopleSoft Grants-specific billing information about a sponsor.

Navigation

Grants, Sponsors, General Information, Details

Image: Sponsor - Details page

This example illustrates the fields and controls on the Sponsor - Details page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Sponsor - Details' page with the following fields and controls:

- General Info** (selected tab): SetID: SHARE, Sponsor: 1018
- Details** (selected tab):
 - Level: DIV (Division Sponsor Level)
 - Sponsor Type: FED (Federal)
 - Program Type: CLIN (Clinical Research)
 - Reports To Sponsor: 1020 (Department of Health & Human Services)
 - CFDA Number: 93.279
 - Sponsor Base: MTDC (Modified Total Direct Costs)
 - Allowable Construction Pct: [empty]
 - Federal Share Percentage: 100.00
 - Cost of Living Increase Pct: 2.95
 - Sponsor Salary Cap: 175,700.00
 - Not allowable Construction Pct: [empty]
 - ☒ Federal
 - ☒ US Flag Carrier Required
 - ☐ Foreign
 - ☐ Allow CO-PI's
 - ☐ Allow Multiple PI's
 - ☒ Show Indirect Expenses on FFR
- Letter of Credit Details**:
 - ☒ Letter of Credit
 - Letter of Credit Sponsor: 1018
- Letter of Credit Info**:
 - LOC Number: DHHS-001
 - Comments: DHHS Letter of Credit
 - Buttons: Find, View All, First, 1 of 1, Last

Reports To Sponsor

Select the agency to which the sponsor reports (optional).

For example, the National Institutes of Health reports to the Department of Health and Human Services. Values come from the sponsor control table.

CFDA Number (Catalog of Federal Domestic Assistance number)

Enter the number of the CFDA program. This number relates only to federal domestic assistance awards (or pass throughs).

Cost of Living Increase Pct (cost-of-living increase percentage)

Enter the percentage by which cost-of-living expenses should increase. Use this field when a budget is prepared for a proposal that is sent to the sponsor.

Sponsor Base

Select the base rate upon which you want to calculate F&A.

Values include *Animal* (animal care costs), *MTDC* (modified total direct costs), *S&W* (salaries and wages), and *TDC* (total direct costs).

The sponsor base is the F&A base type that is supplied by default to the proposal and award pages for the calculation of F&A amounts.

Sponsor Salary Cap

You define the salary cap amount on the Details page of the sponsor. Select or enter all PeopleSoft Grants-specific billing information about the sponsor and select all options that apply.

When you set up the proposal budget, use the cost-of-living-increase percentage and sponsor base that you enter here.

When you are in the Personnel Detail page and enter the salary information, the total salary is computed. After the total salary is determined, the system verifies whether that amount is more than the salary cap that is defined for this sponsor. If total salary

amount is more than the salary cap, the user receives a warning message.

Letter of Credit

Select this check box if the sponsor uses letters of credit to provide funding for awards.

Letter of Credit Sponsor

If you select the Letter of Credit check box, select a value for this field. Values come from the sponsor control table.

When you select the letter-of-credit sponsor, the system displays fields at the bottom of the page containing letter-of-credit information.

Allow CO-PI's (allow co-principal investigators)

Select to allow co-principal investigators if the sponsor allows CO-PI's. Some sponsors do not recognize the CO-PI role. By selecting or deselecting this check box, you control whether the CO-PI role is displayed or hidden on the drop-down list box of the Proposal page.

Allow Multiple PI's (allow multiple principal investigators)

Select to allow multiple principal investigators (PI's). When this check box is selected, the Allow Multiple PI's field is available on the Proposal page.

Show Indirect Expenses on FFR

Select this check box if the sponsor requires the indirect expense section of the FFR to be populated, when you run the FFR for awards associated to this sponsor.

Related Links

[Establishing Sponsor Controls](#)

Sponsors - Attributes Page

Use the Sponsor - Attributes page (GM_SP_ATTRIB) to select data elements to appear on sponsor forms and reports.

Navigation

Grants, Sponsors, General Information, Attributes

Image: Sponsors - Attributes page

This example illustrates the fields and controls on the Sponsors - Attributes page. You can find definitions for the fields and controls later on this page.

Select the data elements that you want to appear on sponsor forms and reports.

Sponsor attributes help track details, such as the types of research or programs that a sponsor funds and the funding restrictions that it maintains.

You can define a set of relevant attributes on the Attribute Type control page, using either numeric or alphabetic values. The attribute control record enables an institution to define any attribute that applies to its grants administration process, provided that the attribute is not already defined within PeopleSoft Grants.

You can enter an attribute value up to 80 characters in length.

To use another sponsor's attribute information:

1. Select *Same as Sponsor* as the attribute code.
2. Select a sponsor from the Use From Sponsor field.
3. Click the Same As Sponsor Attributes button.

The bottom part of the page appears with the sponsor's attribute information.

To use attribute information that is not from another sponsor:

1. Select an attribute code other than *Same as Sponsor*.
2. Complete the Attribute Value and Comments fields.

Related Links

[Establishing Sponsor Controls](#)

Sponsors - Bill To Options Page

Use the Sponsor - Bill To Options page (CUST_BILLTO_OPT) to enter billing information.

Navigation

Grants, Sponsors, General Information, Bill To Options

Image: Sponsors - Bill To Options page (1 of 2)

This example illustrates the fields and controls on the Sponsors - Bill To Options page (1 of 2). You can find definitions for the fields and controls later on this page.

| General Info | Details | Attributes | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info |
|---|---------|------------|-----------------|-----------------|-----------------|----------------------------|
| SetID: SHARE Sponsor: 1018 National Institute of Health | | | | | | |
| Customer Bill To Options Find View All First 1 of 1 Last | | | | | | |
| 'Effective Date: 01/01/1900 'Status: Active Currency Code: USD Rate Type: CRRNT | | | | | | |
| Responsibilities | | | | | | |
| Credit Analyst: JKB Collector: MOM AR Specialist: Bill Inquiry Phone: 408-641-CORP Billing Specialist: GDE Billing Authority: ACE | | | | | | |
| Billing Options | | | | | | |
| <input checked="" type="checkbox"/> Direct Invoicing <input type="checkbox"/> Federal Highway File <input type="checkbox"/> Prompt for Billing Currency 'Freight Bill Type: Shipping Bill Type: GM Billing Cycle Identifier: MTH-END Invoice Form: GM_LOC Bill By Identifier: GM_LOC AR Distribution Code: AR Hold Number of Days: | | | | | | |
| Billing Consolidation Data | | | | | | |
| Consolidation Key: SetID: Customer ID: | | | | | | |
| Blanket Purchase Orders | | | | | | |
| Blanket PO Number: Start Date: End Date: | | | | | | |
| Order Management Options | | | | | | |
| <input type="checkbox"/> Purchase Order Required <input type="checkbox"/> Disable Prices on Receipt | | | | | | |
| InterUnit Billing | | | | | | |
| <input type="checkbox"/> InterUnit Customer GL Business Unit: | | | | | | |
| Immediate Payment Options | | | | | | |
| <input type="checkbox"/> Immediate Payment Required Deposit Percent: | | | | | | |
| Reference Qualifier Code: | | | | | | |

Image: Sponsors - Bill To Options page (2 of 2)

This example illustrates the fields and controls on the Sponsors - Bill To Options page (2 of 2). You can find definitions for the fields and controls later on this page.

| | | | |
|---|--|---|--|
| Payment Method Options Payment Method <input type="text" value="CHK"/> Draft Type <input type="text"/> Direct Debit Group <input type="text"/> Bank Account <input type="text"/> | | Draft Document Required <input type="checkbox"/> Draft Approval <input type="checkbox"/> Direct Debit Profile ID <input type="text"/> Credit Card Profile <input type="text"/> | |
| Payment Terms Payment Terms ID <input type="text"/> Description <input type="text"/> Discount Grace Days <input type="text"/> | | Payment Predictor Options <input type="checkbox"/> Partial Payment Switch <input type="checkbox"/> Payment Predictor Hold Method <input type="text"/> | |
| Write-Off Info Maximum Write-Off Amount <input type="text" value="999999999999.99"/> Maximum Write-Off Percent <input type="text" value="100"/> | | Days Until Write-Off <input type="text"/> | |
| Bank Holiday Options Bank Holiday Options <input type="text" value="Not Applicable"/> Days <input type="text"/> | | | |
| <input checked="" type="checkbox"/> Allow due date in next month | | | |

[General Info](#)
[Bill To Selection](#)
[Credit Profile](#)

Instructions for establishing bill to options appear in the *PeopleSoft Order to Cash Common Information* documentation.

Related Links

"Adding General Customer Information (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Sponsors - Ship To Options Page

Use the Sponsor - Ship To Options page (CUST_SHIPTO_OPT1) to enter customer information for the ship to customer.

Navigation

Grants, Sponsors, General Information, Ship To Options

Image: Sponsors - Ship To Options page (1 of 2)

This example illustrates the fields and controls on the Sponsors - Ship To Options page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Ship To Options' page for a sponsor. The header includes tabs for General Info, Details, Attributes, Bill To Options, Ship To Options (selected), Sold To Options, and Miscellaneous General Info. The sponsor information is SetID: SHARE, Sponsor: 1018, and Name: National Institute of Health. The page is titled 'Ship To Customer Options' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The 'Effective Date' is 01/01/1900 and the 'Status' is Active. The main section contains several groups of fields: Distribution Network Code (CORP), Store Number, Carton Label Format ID, Ship Container Label Format ID, Language (English), Single Ship Flag, Allow Overpick checkbox, and Maximum Picking Tolerance. Below these are two columns of options: Demand Fulfillment Options (Partial Schedules: Yes, Partial Order: Yes, Cancel Backorder: No) and Just In Time Parameters (Ship Prior to Request Date: Yes, Number of Days Early, Days Allowed After Request Date). The bottom section is divided into Domestic Shipments (Ship Via, Freight Terms Code, Carrier ID, Shipping Priority, Deliveries restricted to order, Use Preferred Freight Carrier) and Export Shipments (Export Ship Via, Export Freight Terms Code, Export Carrier ID, Export Shipping Priority).

Image: Sponsors - Ship To Options page (2 of 2)

This example illustrates the fields and controls on the Sponsors - Ship To Options page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the second page of the 'Ship To Options' page. It features two main sections: 'Required Documents' and 'Export Flags'. The 'Required Documents' section includes checkboxes for Canadian Customs Invoice, Shipper's Export Declaration, Certificate of Origin, and NAFTA. The 'Export Flags' section includes checkboxes for Insurance Required, Flag Orders for Export, and Military, along with a text field for AERP. At the bottom, there are links for General Info, Ship To Selection, Carrier Account Numbers, Exception Ship Dates, and VMI Options.

Instructions for establishing ship to options appear in the *PeopleSoft Order to Cash Common Information* documentation.

Related Links

"Adding General Customer Information (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Sponsors - Sold To Options Page

Use the Sponsor - Sold To Options page (CUST_SOLDTO_OPT) to enter or select various sold to and pricing options.

Navigation

Grants, Sponsors, General Information, Sold To Options

Image: Sponsors - Sold To Options page

This example illustrates the fields and controls on the Sponsors - Sold To Options page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Sponsors - Sold To Options' page. At the top, there are tabs for 'General Info', 'Details', 'Attributes', 'Bill To Options', 'Ship To Options', 'Sold To Options' (which is selected), and 'Miscellaneous General Info'. Below the tabs, the page header shows 'SetID SHARE', 'Sponsor 1018', and 'National Institute of Health'. The main section is titled 'Sold To Customer Options' and includes a 'Find | View All' link and pagination 'First 1 of 1 Last'. There are two input fields: '*Effective Date' with the value '01/01/1900' and '*Status' with a dropdown menu set to 'Active'. Below these are several checkboxes: 'Allow Product Substitutions' (checked), 'Restocking Fee' (unchecked), 'Freight Charge Method' (dropdown), 'Carton Label Format ID' (text field with a magnifying glass icon), 'Ship Container Label Format ID' (text field with a magnifying glass icon), and 'UPN Type Code' (text field with a magnifying glass icon). There are two side panels: 'Order Number Preference' with radio buttons for 'System' (selected), 'Customer', 'UPC', and 'Universal'; and 'VMI Options' with a 'VMI Order Consolidation' dropdown and checkboxes for 'Receipt Verification' and 'Order Verification'. The 'Pricing Options' section at the bottom includes 'Grace Pricing Discount Days' (text field), 'Exclusive Pricing ID' (text field with a magnifying glass icon), 'Weight and Volume' (text field with a magnifying glass icon), 'Arbitration Plan' (text field with a magnifying glass icon), and a checkbox for 'Allow Adjustments to Buying Agreement Price'. At the very bottom, there are links for 'General Info', 'Product Catalogs', 'Sold To Selection', 'Product Aliases', and 'Hierarchy'.

Instructions for establishing sold to billing options appear in the *PeopleSoft Order to Cash Common Information* documentation.

Related Links

"Adding General Customer Information (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Sponsor - Miscellaneous General Info Page

Use the Sponsor - Miscellaneous General Info (miscellaneous general information) page (CUST_GENERAL_MISC) to enter the customer's web address, currency code, rate type, and support team code.

Navigation

Grants, Sponsors, General Information, Miscellaneous General Info

Instructions for establishing miscellaneous information appear in the *PeopleSoft Order to Cash Common Information* documentation.

Related Links

"Adding General Customer Information (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Sponsors - Forms Page

Use the Sponsors - Forms page (GM_SP_FORMSUSED) to link a sponsor to multiple form IDs, form names, form descriptions, and form transmission codes that you have established on the forms control table.

Navigation

Grants, Sponsors, Forms

Image: Sponsors - Forms page

This example illustrates the fields and controls on the Sponsors - Forms page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Forms' page interface. At the top, it shows 'SetID' as 'SHARE' and 'Sponsor' as '1000'. Below this, there's a 'Forms As Of' section with 'Effective Date' set to '02/25/2013' and 'Status' set to 'Active'. The main section is titled 'Detail' and contains several input fields: 'Form Identification', 'Use From Sponsor', 'Transmission Code', and 'Description'. A button labeled 'Same As Sponsor Forms' is located next to the 'Use From Sponsor' field. The page also includes navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

To use the same forms as another sponsor:

1. Select *Same As Sponsor* from the Form Identification field.
2. Select a sponsor from the Use From Sponsor field.
3. Click the Same As Sponsor Forms button.

The selected sponsor's forms appear in the lower region of the page.

To use forms that are not from another sponsor:

1. Select a form identification other than *Same As Sponsor*.
2. Select the method by which to transmit the form.
3. Enter a description.
4. To add more forms, insert a row and repeat steps 1 to 3.

Related Links

[Establishing Sponsor Controls](#)

Sponsors - Facilities Admin Rates Page

Use the Sponsors - Facilities Admin Rates (sponsor facilities and administration rates) page (GM_SP_FACILT_ADMIN) to assign multiple F&A rate types and rate percentages to a sponsor.

Navigation

Grants, Sponsors, Facilities Admin Rates

Image: Sponsors - Facilities Admin Rates page

This example illustrates the fields and controls on the Sponsors - Facilities Admin Rates page. You can find definitions for the fields and controls later on this page.

Same as Institution

Select this check box if the sponsor uses the same rates as the institution and you have no rate types defined for the sponsor.

Institutions establish F&A rate types (for example, on campus, off campus, other, and so on) in the F&A rate control table prior to establishing sponsor F&A rate values. Certain sponsors may not have specified rates, whereas others may require that these rates be included in the proposal budget.

Facilities Admin Waiver List (facilities administration waiver list) and Waiver Reason

Select this check box if the sponsor is on an F&A waiver list, and then enter a waiver reason. PeopleSoft Grants uses the rates for budgeting purposes. The Waiver Reason field does not

appear until you select the Facilities Admin Waiver List check box.

Rate Type, FA Rate % (facilities and administration rate percentage), and Description Enter an F&A rate percentage and description for each F&A rate type that you add.

Related Links

[Establishing Institution Controls](#)

Sponsors - Guidelines page

Use the Sponsors - Guidelines page (GM_SP_GUIDELINE) to link a sponsor to one or more guidelines.

Navigation

Grants, Sponsors, Guidelines

Image: Sponsors - Guidelines page

This example illustrates the fields and controls on the Sponsors - Guidelines page. You can find definitions for the fields and controls later on this page.

Select an effective date and status for each guideline.

To use the guidelines of another sponsor:

1. Select *Same As Sponsor* as the guideline.
2. Select a sponsor from the Use From Sponsor field.
3. Click the Same As Sponsor Guidelines button.

Guideline information appears in the lower region of the page.

To use guidelines that are not from another sponsor:

1. Select a guideline other than *Same As Sponsor*.
2. Enter a description.
3. To add more guidelines, insert a row and repeat steps 1 and 2.

Related Links

[Establishing Sponsor Controls](#)

Sponsors - Budget Items Page

Use the Sponsors - Budget Items page (GM_SP_BUD_CAT) to associate a sponsor with specific budget items.

Navigation

Grants, Sponsors, Budget Items

Image: Sponsors - Budget Items page

This example illustrates the fields and controls on the Sponsors - Budget Items page. You can find definitions for the fields and controls later on this page.

Enter as many budget items as you need for the sponsor. If you enter any budget items, then the assumption is that the full set that you want to use will be included here.

Note: If you do not need to specify budget items by sponsor, bypass this page. If none have been entered, when you prepare the proposal and award budgets, the system makes all of the budget items that are defined in the budget item control table available for selection.

Budget Item

Select the budget item that you want to associate with the sponsor. Selecting budget items on this page assists in budget preparation.

You can assign multiple budget items and descriptions to sponsors. When you create a proposal budget, the Look Up Item page contains only the sponsor's allowable budget items.

Related Links

[Establishing Institution Controls](#)

Sponsor Website Setup Page

Use the Sponsor Website Setup page (GM_SPN_URL_SETUP) to configure sponsor URL links.

The links appear on the Sponsor Websites page.

Navigation

Setup Financials/Supply Chain, Product Related, Grants, Sponsor Websites Setup

Image: Sponsor Website Setup page

This example illustrates the fields and controls on the Sponsor Website Setup page. You can find definitions for the fields and controls later on this page.

Sponsor Website Setup

Block Headings

| | |
|--|--|
| Block 1 Main Federal | Block2 National Institutes of Health |
| Block3 National Science Foundation | Block4 |
| Block5 | Block6 |

&Details Personalize | Find | View All | First 1-7 of 7 Last

| Block Number | URLID | Use Description | Description |
|--------------|--|--------------------------|----------------------------|
| Block1 | http://www.grants.gov | <input type="checkbox"/> | Grants.gov |
| Block1 | http://www.grants.gov/buildreleases | <input type="checkbox"/> | Grants.govupdates |
| Block1 | http://grants.nih.gov/grants/forms.htm | <input type="checkbox"/> | NIH Forms and Applications |
| Block1 | http://www.nih.gov | <input type="checkbox"/> | NIH Main Page |
| Block1 | http://www.nsf.gov | <input type="checkbox"/> | NSF Main Page |
| Block1 | http://www.nsf.gov/funding | <input type="checkbox"/> | NSF Find Funding |

Organize sponsor website links by defining up to six custom block headings and adding links to the respective blocks.

Use Description

Select if you want the description to appear on the Sponsor Websites page instead of the URL.

Sponsor Websites Page

Use the Sponsor Websites page (GM_SPN_URL) to view sponsor URL links and use links to access sponsor web pages.

Navigation

Grants, Sponsor Websites

Image: Sponsor Websites page

This example illustrates the fields and controls on the Sponsor Websites page. You can find definitions for the fields and controls later on this page.



Displays the sponsor links that are defined on the Sponsor Website Setup page. You can use the links to access sponsor websites. Only blocks that contain a URL display.

Setting Up and Maintaining Professional Data

To set up and maintain professional data, use these components:

- Professional Data (GM_PERS_DATA).
- Job Data (GM_JOBDATA).
- Advisor/Advisee (GM_ADVISOR_ADVISEE).
- Professional Collaboration (GM_PERS_COLLAB).
- Education (EDUCATION_GM).
- Work Experience (GM_WRK_EXPERIENCE).
- Honors and Awards (GM_HONORS_AWARDS).
- Professional Key Words (GM_PERS_KEYWORDS).
- Professional Languages (LANGUAGES_PERS).

- Licenses/Certifications (GM_LIC_CERTS).
- Professional Membership (GM_PERS_MEMBERSHIP).
- Professional Names (NAMES_PERS).
- Professional Publications (GM_PERS_PUBLCN).

This section provides an overview of professional data setup and maintenance, lists a prerequisite, and discusses how to:

- Enter professional data.
- Store professional job and employment data.
- Store professional employment data.
- Establish professional advisors and advisees.
- Store professional collaborations.
- Establish professional educational information.
- Establish professional experience.
- Establish professional honors and awards.
- Establish professional key words.
- Establish professional language proficiency.
- Establish professional licenses and certifications.
- Establish professional memberships.
- Establish professional names.
- Establish professional publications.

Pages Used to Set Up and Maintain Professional Data

| Page Name | Definition Name | Navigation | Usage |
|-------------------|------------------------|--|--|
| Professional Data | GM_PERS_DATA | Grants, Professionals, Professional Data | Enter professional personal information for new or existing employees. |
| Job Data | GM_JOB_DATA1 | Grants, Professionals, Job and Employment Data | Store basic information about an employee's current job. |
| Employment | GM_JOB_DATA2 | Grants, Professionals, Job and Employment Data, Employment | Store basic information about an employee's employment status. |
| Advisor/Advisee | GM_ADVISOR_ADVISEE | Grants, Professionals, Advisor/Advisee | Establish and maintain advisor and advisee relationships. |

| Page Name | Definition Name | Navigation | Usage |
|-------------------------|------------------------|--|--|
| Collaboration | GM_PERS_COLLAB | Grants, Professionals, Collaboration | Store a list of persons, including their organizational affiliations, who have collaborated with a professional on a book, article, report, paper, patent, copyright, software system, or other project. |
| Education | GM_PERS_EDUCATION | Grants, Professionals, Education | Enter educational information about a professional, such as degrees earned, grade point average, majors, and schools. |
| Experience | GM_PERS_WORK_EXP | Grants, Professionals, Experience | Track the previous employment history, field experience, laboratory experience, and training for the professional. |
| Honors and Awards | GM_HONORS_AWARDS | Grants, Professionals, Honors and Awards | Enter multiple grantors for the same honor or award. |
| Key Words | GM_PERS_KEYWORD | Grants, Professionals, Key Words | Associate key words that are contained in the key word control table with individual professionals. |
| Languages | LANGUAGES_NTR | Grants, Professionals, Languages | Track the language competencies of professionals. |
| Licenses/Certifications | GM_LIC_CERTS | Grants, Professionals, Licenses/Certifications | Track the licenses and certifications of professionals. |
| Memberships | GM_MEMBERSHIPS | Grants, Professionals, Memberships | Associate relevant memberships and associations with professionals. |
| Names | NAMES | Grants, Professionals, Names | Enter the name of the professional to whom the proposal is sent by default. |
| Publications | GM_PERS_PUBLISH | Grants, Professionals, Publications | Associate relevant publications with a professional. |

Understanding Professional Data Setup and Maintenance

Professional profile information is critical to the proposal preparation process and supports both the pre-award and post-award functions of grants administration.

The professional profile pages store professional data. As information changes, you can maintain and update the data. The institution defines, through PeopleSoft Security, who can add and update professional profile data.

PeopleSoft Grants provides two professional reports, one that produces a biographical sketch for proposals, and one that produces a report on current and pending research support.

Related Links

[PeopleSoft Grants Reports and Forms: A to Z](#)

Prerequisite

Before you set up professional profile information, set up and run the application messaging process to import data from PeopleSoft Human Resources. This process populates some of the human resource type fields in PeopleSoft Grants so that all you have to do is complete the PeopleSoft Grants-specific fields for your professionals.

Related Links

[Establishing Professional Controls](#)

[PeopleSoft Human Resources Management](#)

Professional Data Page

Use the Professional Data page (GM_PERS_DATA) to enter professional personal information for new or existing employees.

Navigation

Grants, Professionals, Professional Data

Image: Professional Data page (1 of 2)

This example illustrates the fields and controls on the Professional Data page (1 of 2). You can find definitions for the fields and controls later on this page.

Professional Data

Empl ID KU0042 *Gender Male *Personnel Status Employee

General Info Find | View All First 1 of 1 Last

*Eff Date 01/01/1990 *Mar Status Single
 Prefix Name Suffix
 *Last Name Schumacher Middle Name Address
 *First Name Kenneth Name Schumacher, Kenneth

Search/Match Data

First Name KENNETH Last Name SCHUMACHER

Country Info Find | View All First 1 of 1 Last

Country USA *NID Type PR National ID 650100107

Citizenship Info Find | View All First 1 of 1 Last

*Country USA Citizenship Status Native

Phone Info Find | View All First 1 of 1 Last

*Type Business Phon Phone 510/555-1111

Email Info Find | View All First 1 of 1 Last

*Type Business *Email kenneths@university.edu

Image: Professional Data page (2 of 2)

This example illustrates the fields and controls on the Professional Data page (2 of 2). You can find definitions for the fields and controls later on this page.

Misc. Info Find | View All First 1 of 1 Last

*Eff Date 11/09/2001
 Rate Type Faculty
 Date Certified

☐ Howard Hughes Member ☒ Workflow Eligible ☐ Pre Award Administrator
☒ Eligible PI ☐ Conflict of Interest ☐ Post Award Administrator
 Ethnicity Disability

Note: Typically, professional information comes to PeopleSoft Grants from a human resources system. Grant administrators do not usually add new employees or assign them employee IDs. PeopleSoft Grants enables you to add new records here for convenience and to cover those situations in which the proposal must be completed or submitted immediately and you cannot wait for the next data feed. Any data that you enter or modify here is not reflected in the human resources system and is subject to override by data from the human resources system.

Enter professional personal information for new or existing employees.

Empl ID (employee ID)

When you add a new employee to the system, you must provide an employee ID. The system does not assign a new ID.

Gender

Select the gender of the professional whom you are adding to the system. The default value is *Unknown* when you add a new employee to the system.

Personnel Status

Select the personnel status of the professional whom you are adding to the system. The default value is *Employee* when you add a new employee to the system.

| | |
|---|---|
| Name | Enter the person's name in this format: last name, first name middle initial. For example, to enter John M. Smith, type Smith, John M. |
| Mar Status (marital status) | Select the marital status of the professional whom you are adding to the system. The default value is <i>Single</i> when you add a new employee to the system. |
| NID Type (national identity type) | Select the person's national identity type. In the United States, this is the person's social security number. |
| Eligible PI (eligible principal investigator) and Howard Hughes Member | Select the check boxes that apply. These are PeopleSoft Grants-specific fields that are maintained entirely on the PeopleSoft Grants table through the Professional Data page. |
| Workflow Eligible | Select to make the person eligible to receive the worklist during the Proposal approval process. This field can be overwritten at the Proposal level. |
| Pre Award Administrator | <p>Select this check box to qualify the person as a pre-award administrator (the primary contact during proposal generation).</p> <p>When you select this check box, the person appears as an option for pre-award administrator.</p> |
| Post Award Administrator | <p>Select this check box to qualify the person as a post-award administrator.</p> <p>When you select this check box, the person appears as an option for the Post Award Administrator field on the Award – Award page.</p> |
| Ethnicity | Click to select the person's ethnic background or affiliation. |
| Conflict of Interest and Date Certified | If you select the Conflict of Interest check box, select the date of any available certification that you obtained to cover the conflicts. |

Job Data Page

Use the Job Data page (GM_JOB_DATA1) to store basic information about an employee's current job.

Navigation

Grants, Professionals, Job and Employment Data

Image: Job Data page

This example illustrates the fields and controls on the Job Data page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Job Data' page for employee Kenneth Schumacher (ID KU0042). The page is divided into several sections. The top section shows 'Employee Data' with fields for Employee Status (Active), Effective Date (01/01/1990), Reason Code, Action (HIR), Employee Classification, Effective Sequence (0), and Action Date (04/20/2000). The middle section shows 'Position Data' with fields for Position Number (DXHE0004), Unit (US001), Department (41000 - Engineering), Job Code (KU051 - Administrative Assistant), and Location (ICA1). The bottom section shows 'Compensation Data' with fields for Annual Rate (40,000.00), Monthly Rate (3,333.33), Hourly Rate (19.23), Currency (USD), Compensation Frequency (M), and Compensation Rate (3,333.33).

Enter all the employee's job and compensation data. Most job data comes from an interface with the human resources database, so you don't have to set it up again in PeopleSoft Grants.

Note: If you add an employee to the PeopleSoft Financials system through the Grants, Professionals, Annual Rate navigation, the job data can be edited. The Monthly Rate, Hourly Rate, Currency, Compensation Frequency, and Compensation Rate fields are hidden. For the employee information that came over to the PeopleSoft Financials system from HR, Annual Rate, Monthly Rate, Hourly Rate, Currency, Compensation Frequency, and *Compensation Rate* are not fields that can be edited.

Employee Classification

Select how the institution classifies the employee. Values are *Administrator*, *Consultant*, *Faculty*, *Laboratory Technician*, and *Student*.

Effective Sequence

Enter a number to establish the sequencing scheme for the data that you are entering. For example, if this is the first employee record, enter *1* or *10*.

Action and Reason Code

Select an action to indicate why a change in job status occurred. Values may include *Assignment*, *Data Change*, *Family Change*, *Job Reclassification*, *Layoff*, *Pay Rate Change*, *Probation*, *Promotion*, *Retirement*, *Short Term Disability with Pay*, and *Termination*.

Associated with each action is a list of codes that explain the reason for taking the action. Select a reason code.

Unit

The business unit that you select here determines the tableset sharing that is associated with the employee and controls the

prompt tables and values for the Department, Job Code, and Location fields throughout the system.

Currency, Compensation Frequency, and Compensation Rate Enter or select the frequency, rate, and currency in which the employee gets paid.

Employment Page

Use the Employment page (GM_JOB_DATA2) to store basic information about an employee's employment status.

Navigation

Grants, Professionals, Job and Employment Data, Employment

Image: Employment page

This example illustrates the fields and controls on the Employment page. You can find definitions for the fields and controls later on this page.

| Job Data | | Employment | |
|---------------------------------------|------------|-------------------------|------|
| Name Schumacher,Kenneth | | ID KU0042 | |
| Employment Information | | | |
| Hire Date 01/01/1990 | | Termination Date | |
| Rehire Date | | Last Date Worked | |
| Company Seniority Date | 01/01/1990 | Expected Return Date | |
| Service Date | 01/01/1990 | Last Verification Date | |
| Professional Experience Date | | Probation Date | |
| Date Last Increase | | 'Home/Host | Home |
| Business Title Principal Investigator | | Work Phone 925/980-2065 | |
| Supervisor ID KU0006 | | | |
| Reports To Position | | | |

Enter all of the employee's employment information. Nearly all employment data comes from an interface with the human resources database, so you don't have to set it up again in PeopleSoft Grants.

Complete any information that is applicable to the employee.

Advisor/Advisee Page

Use the Advisor/Advisee page (GM_ADVISOR_ADVISEE) to establish and maintain advisor and advisee relationships.

Navigation

Grants, Professionals, Advisor/Advisee

Image: Advisor/Advisee page

This example illustrates the fields and controls on the Advisor/Advisee page. You can find definitions for the fields and controls later on this page.

Enter the number of graduate, doctoral, and postdoctoral students that the professional advises or sponsors. Add information for each advisor or advisee that you want to list for the professional.

This page contains information about the people whom a professional advises and those who have advised the professional. Use the fields on this page for reporting purposes. Update information on this page as advisor and advisee relationships are established or modified. You can enter as many rows as you need for advisors and advisees.

Graduate Students Advised

Enter the number of graduate students that the professional advises.

Doctoral/Post Doc Sponsored (doctoral and postdoctoral sponsored)

Enter the number of doctoral and postdoctoral students that the professional advises.

Seq Nbr (sequence number)

Enter a number by which you want to sequence the entries.

Type

Advisee: Select whether the person that you are adding in the row is advised by the professional.

Advisor: Select whether the person acts as an advisor to the professional.

Advisor Role

Select the item that best describes the advisor role. Values are *Academic*, *Doctoral/Postdoctoral*, *Graduate Student*, *Other*, and *Research*.

Institution

Select or enter the name of the institution that is associated with the person whom you are entering in the row.

Collaboration Page

Use the Collaboration page (GM_PERS_COLLAB) to store a list of persons, including their organizational affiliations, who have collaborated with a professional on a book, article, report, paper, patent, copyright, software system, or other project.

Navigation

Grants, Professionals, Collaboration

Image: Collaboration page

This example illustrates the fields and controls on the Collaboration page. You can find definitions for the fields and controls later on this page.

Enter information about the people whom the professional has collaborated with on books, articles, reports, papers, patents, copyrights, software systems, or other projects.

Professionals can have multiple collaborators. Collaborators can be internal or external to the institution.

Sequence

The system assigns a number, but you can modify it if necessary (this would affect the order in which the collaborators appear on the proposal).

Note: Modifications to the system-assigned numbers may disrupt the auto-numbering sequence that Oracle delivers with the system.

Type

Select the type of collaboration. Values are *Article*, *Book*, *Paper*, *Patent*, *Proposal*, *Report*, *Research*, and *Software System*.

Start Date and End Date

Select the start and end dates of the collaboration. These dates may be the same if the collaboration took place over a one-day period.

Education Page

Use the Education page (GM_PERS_EDUCATION) to enter educational information about a professional, such as degrees earned, grade point average, majors, and schools.

Navigation

Grants, Professionals, Education

Image: Education page

This example illustrates the fields and controls on the Education page. You can find definitions for the fields and controls later on this page.

Education
Schumacher, Kenneth Empl ID KU0042

Academic Info Find | View All First 1 of 1 Last

Degree Earned MD MD: Medical Doctor

Issue Date 08/30/1997

Major Code L000003 Major Medicine

Country USA State

School Code School Georgetown University

Academic Advisor Info Find | View All First 1 of 1 Last

Academic Advisor Name

Institution

Start Date

End Date

Select each type of degree that the professional earned. Complete all the date information and then either select or enter the schools that the professional attended. If the professional has an academic advisor, enter that information as well.

For completed degrees, information entry is a onetime-only process. You can modify degrees that are in progress. Professionals can have multiple degrees.

Graduated

Select to designate whether the individual graduated.

School

If no values are available to select from in the School Code field, enter the name of the school that the professional attended.

Note: Degree Earned, Major Code, School Code, Country, and State are all fields that prompt from tables that are copied from the human resources system. You cannot update these entries within PeopleSoft Grants.

Experience Page

Use the Experience page (GM_PERS_WORK_EXP) to track the previous employment history, field experience, laboratory experience, and training for the professional.

Navigation

Grants, Professionals, Experience

Image: Experience page

This example illustrates the fields and controls on the Experience page. You can find definitions for the fields and controls later on this page.

Experience
Schumacher, Kenneth Empl ID KU0042

Work Experience Find | View All First 1 of 1 Last

Sequence + -

Employer

Country State

City

*Start Date End Date

*Type

Prefix Phone Ext

Ending Job Title

Description

Enter the name of the professional's employer. For each employer, select or enter the country, state, city, start date, end date, telephone information, and ending job title. You can continually modify information on this page as needed.

Honors and Awards Page

Use the Honors and Awards page (GM_HONORS_AWARDS) to enter multiple grantors for the same honor or award.

Navigation

Grants, Professionals, Honors and Awards

Image: Honors and Awards page

This example illustrates the fields and controls on the Honors and Awards page. You can find definitions for the fields and controls later on this page.

Honor/Award

Select an honor or award. Values come from the Honor/Award control table.

Date Received

Select the date that the honor or award was received. The same honor or award can be awarded by multiple grantors, but not on the same date.

Grantor, Reason Conferred, and Comment

Enter the person or institution that granted the honor or award, the reason that it was conferred, and any comments.

Related Links

[Establishing Professional Controls](#)

Key Words Page

Use the Key Words page (GM_PERS_KEYWORD) to associate key words that are contained in the key word control table with individual professionals.

Navigation

Grants, Professionals, Key Words

Image: Key Words page

This example illustrates the fields and controls on the Key Words page. You can find definitions for the fields and controls later on this page.

| Key Words | | Empl ID | Unit |
|---------------------|----------|-------------|---------------|
| Schumacher, Kenneth | | KU0042 | US001 |
| Key Word Detail | | Find | View All |
| | | First | 1-3 of 3 Last |
| Keyword | DIABETES | Description | Diabetes |
| Keyword | DISEASE | Description | Disease |
| Keyword | INSULIN | Description | Insulin |

Key Word

Select the key words that you want to associate with the professional. Use key words to track professionals by subject. Professionals can have multiple key words.

Related Links

[Establishing Proposal Controls](#)

Languages Page

Use the Languages page (LANGUAGES_NTR) to track the language competencies of professionals.

Navigation

Grants, Professionals, Languages

Image: Languages page

This example illustrates the fields and controls on the Languages page. You can find definitions for the fields and controls later on this page.

| Languages | | Empl ID | | |
|---------------------|--|---------------------|------|----------|
| Schumacher, Kenneth | | KU0042 | | |
| Languages | | Find | | |
| | | View All | | |
| | | First 1-2 of 2 Last | | |
| *Language | HE Hebrew | Speak | Read | Write |
| | <input checked="" type="checkbox"/> Native <input type="checkbox"/> Translator | High | High | Moderate |
| *Language | KO Korean | Speak | Read | Write |
| | <input checked="" type="checkbox"/> Native <input type="checkbox"/> Translator | High | High | High |

Select as many languages as necessary to describe a professional's linguistic competencies, and then specify the level of competency for speaking, reading, and writing each language.

Native

Select if the professional was born or reared in a country where the language is primarily spoken (for example, if the

professional was born in Spain, Spanish is probably that person's native language).

Translator

Select if the professional can translate the selected language into the native language.

Speak, Read, and Write

Select *High*, *Low*, or *Moderate* to indicate the professional's proficiency to speak, read, or write the language.

Licenses/Certifications Page

Use the Licenses/Certifications page (GM_LIC_CERTS) to track the licenses and certifications of professionals.

Navigation

Grants, Professionals, Licenses/Certifications

Image: Licenses/Certifications page

This example illustrates the fields and controls on the Licenses/Certifications page. You can find definitions for the fields and controls later on this page.

Licenses / Certifications

Schumacher, Kenneth Empl ID KU0042

Licenses / Certifications Data Find | View All First 1 of 4 Last

'License/Certif Code CPR

License/Certification Number

Issued By

Country

State

Expiration Date

☒ License Verified

☐ Renewal in Progress

License/Certif Code (license or certification code)

Select a license or certification code from the list. You must first establish the values for this field in the Memberships Associations control table during setup.

License Verified

Select to indicate that you have verified the license.

Renewal in Progress

Select to indicate that the professional is renewing the license or certificate.

Memberships Page

Use the Memberships page (GM_MEMBERSHIPS) to associate relevant memberships and associations with professionals.

Navigation

Grants, Professionals, Memberships

Image: Memberships page

This example illustrates the fields and controls on the Memberships page. You can find definitions for the fields and controls later on this page.

Memberships
Schumacher, Kenneth Empl ID KU0042

Memberships Find | View All First 1 of 1 Last

Organization IOD Institute of Directors

Issue Date 11/09/1999

Memb./Assoc. Type MEMBER

Position Held MEMBER

Begin Date 11/09/1999 End Date 01/01/2003

Organization

Select an organization from the list. You must first establish the values for this field in the Memberships Associations control table during setup.

Issue Date

Select the date that the professional's membership in the organization became effective.

Memb./Assoc. Type (membership or association type)

Enter the type of membership or association, such as *Honorary Member*.

Position Held

Enter the position that the professional held with the organization. Professionals can have multiple associations, memberships, and positions within the organizations.

Begin Date and End Date

Select the begin and end dates for the position that the professional holds or has held.

Related Links

[Establishing Professional Controls](#)

Names Page

Use the Names page (NAMES) to enter the name of the professional to whom the proposal is sent by default.

Navigation

Grants, Professionals, Names

Image: Names page

This example illustrates the fields and controls on the Names page. You can find definitions for the fields and controls later on this page.

A professional's primary name is stored on the Professional Data page. The name that a professional prefers to use on a proposal may not match the professional's name in the human resources database. Use this page to enter the name that should appear on the proposal.

Select the name type and effective date, and then enter the name of the professional that should appear on the proposal.

Publications Page

Use the Publications page (GM_PERS_PUBLISH) to associate relevant publications with a professional.

Navigation

Grants, Professionals, Publications

Image: Publications page

This example illustrates the fields and controls on the Publications page. You can find definitions for the fields and controls later on this page.

You can modify this page each time a professional writes a new publication. This page maintains a complete bibliography for each professional who is in the system. When you prepare a proposal, you can select some or all of the listings for inclusion.

Publication ID

Select a publication from the list. For a publication to appear in the list, you must first establish the values for this field in the publication control table during setup. You can enter multiple publications for each professional.

Related Links

[Establishing Professional Controls](#)

Maintaining Subrecipients

To set up and maintain subrecipient data, use the Subrecipients (GM_VENDOR_DATA) component.

This section provides an overview of subrecipient setup and discusses how to:

- View summary information about the subrecipient.
- Maintain subrecipient identifying information.
- Maintain subrecipient addresses.
- Maintain subrecipient locations.
- Maintain subrecipient contacts.
- Add additional subrecipient data.
- Add subrecipient certifications.
- Add subrecipient attributes.
- Add information about single payment suppliers.
- Specify U.S. federal-only supplier information.

Pages Used to Maintain Subrecipients

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------------|-------------------------------|--|---|
| Subrecipient - Summary | VNDR_ID1_SUM | Grants, Subrecipients, General Information | View summary information about the subrecipient. |
| Subrecipient - Identification | VNDR_ID1 | Grants, Subrecipients, General Information, Identification | Maintain identifying information about the subrecipient who receives funds under a primary award. |

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|--|
| Subrecipient - Address | VNDR_ADDRESS | Grants, Subrecipients, General Information, Address | Maintain address information about the subrecipient. |
| Subrecipient - Location | VNDR_LOC | Grants, Subrecipients, General Information, Location | Maintain location information about the subrecipient. |
| Subrecipient - Contacts | VNDR_CNTCT | Grants, Subrecipients, General Information, Contacts | Maintain information about the people whom you contact on a regular basis. |
| Subrecipient - Subrecipient | GM_VENDOR_ID | Grants, Subrecipients, General Information, Subrecipient | Add subrecipient-specific information that is not part of the Supplier ID panel. |
| Subrecipient - Certifications | GM_VNDR_CERT_COMPL | Grants, Subrecipients, General Information, Certifications | Add information about subrecipient certifications. |
| Subrecipient - Attributes | GM_VNDR_ATTRIBUTES | Grants, Subrecipients, General Information, Attributes | Add information about subrecipient attributes. |
| Subrecipient - Single Payment Supplier | VNDR_DEFL_MASTER | Grants, Subrecipients, General Information, Single Payment Supplier | Enter information for single-payment suppliers. |
| Subrecipient - Federal | VNDR_FEDERAL | Grants, Subrecipients, General Information, Federal | Specify U.S. federal-only supplier information. |

Understanding Subrecipient Setup

Subrecipients receive pass-through funds under a primary award. In the PeopleSoft environment, they are treated similarly to suppliers. Subrecipient records and pages support the grants application process. During the pre-award phase of a proposal, you can enter subrecipient or supplier information into the subrecipient tables.

Note: When you are establishing a subrecipient in the PeopleSoft FMS database, you must enter data in two places: First, you must define the initial subrecipient information using the Supplier pages (select Supplier, Supplier Information, Add/Update, Supplier). After you establish this initial information, you must complete the PeopleSoft Grants-specific data using the PeopleSoft Grants subrecipient pages.

Before you enter the subrecipient information, gather all of the information that you want to track for the entity with which you are doing business.

This information includes:

- Identifying information that tells you what kind of supplier you're entering—status, class, and other basic business information.
- Address details, including primary and remittance addresses.
- Procurement defaults that tell the system how to handle shipping and matching to invoices.

- Payment terms that establish defaults for processing payments.

Related Links

"Understanding Supplier Maintenance (*PeopleSoft 9.2: Source to Settle Common Information*)"

Subrecipient - Summary Page

Use the Subrecipient - Summary page (VNDR_ID1_SUM) to view summary information about the subrecipient.

Navigation

Grants, Subrecipients, General Information

Image: Subrecipient - Summary page

This example illustrates the fields and controls on the Subrecipient - Summary page. You can find definitions for the fields and controls later on this page.

| Summary | Identification | Address | Location | Contacts | Subrecipient | Certifications | Attributes | Single Payment Vendor | Federal |
|---------------------|-------------------------------|----------------------------------|----------|----------|--------------------|--------------------|------------|-----------------------|---------|
| SetID | SHARE | | | | | | | | |
| Supplier ID | AUS0000004 | | | | | | | | |
| Supplier Short Name | CORP-BUS | CORP-BUS-001 | | | | | | | |
| Supplier Name | Corporate Business Technology | | | | | | | | |
| Order | CORP-BUS-001 | | | | Remit To | CORP-BUS-001 | | | |
| Address 1 | | | | | Address 1 | | | | |
| City 1, SA | AUS | | | | City 1, SA | AUS | | | |
| Status | Approved | Approval History | | | Last Modified By | SAMPLE | | | |
| Persistence | Regular | | | | Last modified date | 01/09/2003 2:39PM | | | |
| Classification | Outside Party | | | | Created By | | | | |
| HCM Class | | | | | Created Date/time | 01/01/1900 12:00AM | | | |
| Open for Ordering | Yes | | | | Last Activity Date | 04/17/2006 | | | |
| Withholding | No | | | | | | | | |
| VAT | Yes | | | | | | | | |

Instructions for viewing subrecipient summary information appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Viewing Summary Supplier Information (*PeopleSoft 9.2: Source to Settle Common Information*)"

Subrecipient - Identification Page

Use the Subrecipient - Identification page (VNDR_ID1) to maintain identifying information about the subrecipient who receives funds under a primary award.

Navigation

Grants, Subrecipients, General Information, Identification

Image: Subrecipient - Identification page (1 of 2)

This example illustrates the fields and controls on the Subrecipient - Identification page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Subrecipient - Identification' page (1 of 2). The top navigation bar includes tabs for Summary, Identification (selected), Address, Location, Contacts, Subrecipient, Certifications, Attributes, Single Payment Vendor, and Federal. The main form area contains the following fields and controls:

- SetID:** SHARE
- Supplier ID:** AUS0000004
- 'Supplier Name:** Corporate Business Technology
- Additional Name:** (empty field)
- 'Supplier Short Name:** CORP-BUS
- CORP-BUS-001**
- 'Classification:** Outside Party (dropdown menu)
- Check for Duplicate** (button)
- HCM Class:** (empty dropdown menu)
- View Duplicate Suppliers** (button)
- 'Persistence:** Regular (dropdown menu)
- Financial Sanctions edit** (button)
- 'Supplier Status:** Approved (dropdown menu)
- Withholding:** ☐ Withholding
- Open For Ordering:** ☒ Open For Ordering
- Enter Comments/Finalize Audit** (button)
- VAT Registration:** ☒ VAT Registration
- 'Supplier Audit:** Default (dropdown menu)
- Supplier Audit:** ☐ Supplier Audit
- Template ID:** (empty field with search icon)
- Registration:**
 - VAT Default
 - VAT Service Treatment Setup
- Approval History** (button)
- Attachments (0)** (button)
- Profile Questions** (button)
- Categorization** (button)
- Expand All** (button)
- Collapse All** (button)

The **Approval** section includes a **Comments** text area and **Approve** and **Deny** buttons. The **Supplier Relationships** section includes checkboxes for **Corporate Supplier** and **InterUnit Supplier**, along with fields for **Corporate SetID** (SHARE), **Corporate Supplier ID** (AUS0000004), **InterUnit Supplier ID** (empty field with search icon), and **Supplier Hierarchy** (button). The **Create Bill-To Customer** section includes a checkbox for **Create Bill To Customer**.

Image: Subrecipient - Identification page (2 of 2)

This example illustrates the fields and controls on the Subrecipient - Identification page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Subrecipient - Identification' page (2 of 2). It features a list of expandable sections, each with a right-pointing arrow icon:

- Supplier Rating
- Supplier Logo
- Additional ID Numbers
- Duplicate Invoice Settings
- Government Classifications
- Standard Industry Codes
- Additional Reporting Elements
- Financial Sanctions Status
- Comments

At the bottom of the page, there are two buttons: **Expand All** and **Collapse All**.

Instructions for establishing subrecipient identifying information appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Supplier Identifying Information (*PeopleSoft 9.2: Source to Settle Common Information*)"

Subrecipient - Address Page

Use the Subrecipient - Address page (VNDR_ADDRESS) to maintain address information about the subrecipient.

Navigation

Grants, Subrecipients, General Information, Address

Image: Subrecipient - Address page

This example illustrates the fields and controls on the Subrecipient - Address page. You can find definitions for the fields and controls later on this page.

Summary Identification **Address** Location Contacts Subrecipient Certifications Attributes Single Payment Vendor Federal

SetID: SHARE
Supplier ID: AUS0000004
Short Supplier Name: CORP-BUS-001
Supplier: Corporate Business Technology

Supplier Address Find | View All First 1 of 1 Last

Address ID: 1
Description: Main

Details Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Effective Status: Active

Country: AUS Australia
Address 1
City 1
SA South Australia

Email ID

Payment/Withholding Alt Names

Phone Information Personalize | Find | View All First 1 of 1 Last

| Type | Location | Prefix | Telephone | Extension |
|----------------|----------|--------|-----------|-----------|
| Business Phone | | | | |

Instructions for entering subrecipient addresses appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Supplier Addresses (*PeopleSoft 9.2: Source to Settle Common Information*)"

Subrecipient - Location Page

Use the Subrecipient - Location page (VNDR_LOC) to maintain location information about the subrecipient.

Navigation

Grants, Subrecipients, General Information, Location

Image: Subrecipient - Location page

This example illustrates the fields and controls on the Subrecipient - Location page. You can find definitions for the fields and controls later on this page.

Instructions for entering subrecipient locations appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Defining Supplier Locations (*PeopleSoft 9.2: Source to Settle Common Information*)"

Subrecipient - Contacts Page

Use the Subrecipient - Contacts page (VNDR_CNTCT) to maintain information about the people whom you contact on a regular basis.

Navigation

Grants, Subrecipients, General Information, Contacts

Image: Subrecipient - Contacts page

This example illustrates the fields and controls on the Subrecipient - Contacts page. You can find definitions for the fields and controls later on this page.

Summary Identification Address Location **Contacts** Subrecipient Certifications Attributes Single Payment Vendor Federal

SetID SHARE
Supplier ID AUS0000004 Short Supplier Name CORP-BUS-001 Supplier Corporate Business Technology

Supplier Contact Find | View All First 1 of 1 Last

Contact ID 1
Description

Details Find | View All First 1 of 1 Last

Effective Date 02/25/2013
Effective Status Active
Type
Name
Title
Address
URLID http:// View Internet Address
Email ID

Phone Information Personalize | Find First 1 of 1 Last

| Type | Prefix | Telephone | Extension |
|----------------|--------|-----------|-----------|
| Business Phone | | | |

Instructions for entering subrecipient contacts appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Supplier Contact Information (*PeopleSoft 9.2: Source to Settle Common Information*)"

Subrecipient - Subrecipient Page

Use the Subrecipient - Subrecipient page (GM_VENDOR_ID) to add subrecipient-specific information that is not part of the Supplier ID panel.

Navigation

Grants, Subrecipients, General Information, Subrecipient

Image: Subrecipient - Subrecipient page

This example illustrates the fields and controls on the Subrecipient - Subrecipient page. You can find definitions for the fields and controls later on this page.

Select an institution type, such as *Corporation*, *Federal Institution*, or *University Hospital*.

The subrecipient page stores subrecipient-specific information that is not part of the Supplier component.

Values in the SetID, Supplier, Name 2 (if one exists for the organization), ShortName, Classification, and Supplier Status fields appear by default on the page.

Subject to A133 Compliance

Select if the subrecipient is subject to A133 audits.

Circular No. A-133, which is issued by the Office of Management and Budget, sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and nonprofit organizations expending federal awards.

Persistence

Click to view customer ID and number.

AR Number

Click to view uniform resource locator (URL).

Subrecipient - Certifications Page

Use the Subrecipient - Certifications page (GM_VNDR_CERT_COMPL) to add information about subrecipient certifications.

Navigation

Grants, Subrecipients, General Information, Certifications

Image: Subrecipient - Certifications page

This example illustrates the fields and controls on the Subrecipient - Certifications page. You can find definitions for the fields and controls later on this page.

Effective Date

Select an effective date. For each effective date, you can enter multiple certification and compliance rows.

Code

Select a certification code. Certification codes come from the certifications control table.

Cert/Disclosure Date (certification/disclosure date)

Select the date that the certification was issued or disclosed. This date cannot be greater than the effective date.

Customer

Select the name of the subrecipient's customer who issued the certification.

Comments

Click to add comments.

Subrecipient - Attributes Page

Use the Subrecipient - Attributes page (GM_VNDR_ATTRIBUTES) to add information about subrecipient attributes.

Navigation

Grants, Subrecipients, General Information, Attributes

Image: Subrecipient - Attributes page

This example illustrates the fields and controls on the Subrecipient - Attributes page. You can find definitions for the fields and controls later on this page.

| | |
|------------------------|--|
| Attribute Type | Select an attribute. The Attributes Control table stores the codes that appear here. |
| Attribute Value | Enter an attribute value to represent the selected attribute. You can enter an attribute value up to 80 characters in length. |
| Comments | Click to add an explanation or information about each attribute. |

Subrecipient - Single Payment Supplier Page

Use the Subrecipient - Single Payment Supplier page (VNDR_DEFL_MASTER) to enter information for single-payment suppliers.

Navigation

Grants, Subrecipients, General Information, Single Payment Supplier

Image: Subrecipient - Single Payment Supplier page

This example illustrates the fields and controls on the Subrecipient - Single Payment Supplier page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Subrecipient - Single Payment Supplier' page. At the top, there are tabs for 'Summary', 'Identification', 'Address', 'Location', 'Contacts', 'Subrecipient', 'Certifications', 'Attributes', 'Single Payment Vendor' (selected), and 'Federal'. Below the tabs, the 'SetID' is 'SHARE' and the 'Supplier' is 'AUS0000004'. The 'ShortName' is 'CORP-BUS', the 'Supplier' is 'Corporate Business Technology', and the 'Description' is 'Main'. There are links for 'VAT Registration', 'Supplier Hierarchy', 'Details...', 'VAT Service Treatment Setup', and 'VAT Default'. The 'Default Settings' section includes 'Effective Date' (01/01/1900), 'Status' (Active), 'EFT Options', 'Draft Options', and 'Sales Tax'. The 'VAT' section has 'Use VAT Suspension' (unchecked), 'Physical Nature' (Goods), and 'Where Service Performed' (Buyer's Location). The 'Voucher' section has 'Terms Options' (Default from Higher Level), 'Terms', 'Currency Options' (Specify at this Level), 'Currency' (AUD), and 'Rate Type' (CRRNT). The 'Payment' section has 'Payment Method', 'Pay Group', 'Handling Options' (Default from Higher Level), and 'Handling'. The 'Bank' section has 'Bank Options' (Default from Higher Level), 'Bank', 'Account', 'Currency', and 'Rate Type'.

Instructions for entering information for single payment suppliers appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"Entering Single Payment Suppliers (*PeopleSoft 9.2: Source to Settle Common Information*)"

Subrecipient - Federal Page

Use the Subrecipient - Federal page (VNDR_FEDERAL) to specify U.

S. federal-only supplier information.

Navigation

Grants, Subrecipients, General Information, Federal

Image: Subrecipient - Federal page

This example illustrates the fields and controls on the Subrecipient - Federal page. You can find definitions for the fields and controls later on this page.

Instructions for specifying U.S. federal-only supplier information appear in the *PeopleSoft Source to Settle Common Information* documentation.

Related Links

"(USF) Entering Supplier Information for U.S. Federal Agencies (*PeopleSoft 9.2: Source to Settle Common Information*)"

Defining a Contracts Workbench Template for Grants

This section discusses the page used to define a Contracts Workbench template for Grants.

Page Used to Define a Contracts Workbench Template for Grants

| Page Name | Definition Name | Navigation | Usage |
|------------------------------|-----------------|---|--|
| Contracts Workbench Template | CA_CONS_TPL | Set Up Financials/Supply Chain, Product Related, Grants, Contracts Workbench Template | Use this page to define Contracts Workbench Templates for PeopleSoft Contracts, Grants, and Project Costing. |

Maintaining Grants Information Using the Contracts Workbench

This section discusses the page used to analyze grants using the Contracts Workbench.

Page Used to Analyze Grants Using the Contracts Workbench

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|--|---|
| Contracts Workbench | CONTRACTS | Customer Contracts, Contracts Workbench | Maintain PeopleSoft contracts, grants, and projects data. |

Chapter 7

Setting Up and Maintaining Protocol Management

Setting Up and Maintaining Protocol Management

These topics provide an overview of protocol management setup and discuss how to:

- Establish protocol controls.
- Administer protocol workflow.

Understanding Protocol Management Setup

Protocol Management provides an automated system that enables you to document and amend human and animal protocols, and to manage the necessary approving authority approval processes. Protocol approving authorities include the Institutional Review Board (IRB) and the Institutional Animal Use and Care Committee (IACUC).

This section discusses:

- Workflow actions.
- Protocol workflow.
- Committee setup.

Workflow Actions

You can workflow notifications about actionable protocol events to various individual , such as email notifications of committee meeting dates and agendas to committee members and dispositions to the PI. You can use workflow to automatically monitor protocol compliance, report dates, expirations, and upcoming renewals. Workflow can help you create all committee components, such as members, administrators, institutional officer, disposition, agenda, and meeting minutes.

Protocol Workflow

The system triggers workflow through user actions such as clicking a submit button, through running a scheduled batch process , or when certain conditions are met, such as a protocol expiring. Based on a predetermined set of contact roles and the rule conditions for when to contact users, workflow sends an email notification, worklist, or both. You can configure both rules and roles to capture as many people and events or scenarios as your business process requires.

See [Approval/Notification Process Page](#).

Committee Setup

Some large research institutions have multiple animal and human protocol committees and, therefore, need the ability to distinguish one from another as well as distinguish between their respective activities. Protocol Management enables you to define more than one committee on the Committee Setup page.

Establishing Protocol Controls

To establish protocol controls, use these components:

- Approving Authority (GM_PCL_APAU)
- Protocol Type (GM_PCL_TYPE)
- Genus (GM_PCL_GENUS)
- Species (GM_PCL_SPECIES)
- Strain, Subspecies (GM_PCL_STR)
- Agent (GM_PCL_AGENT)
- Committee Administrator (GM_PCL_COM_ADMN)
- Detail Type (GM_PCL_DTL_TYPE)
- Committee Setup (GM_PCL_COM)
- Committee Meeting Setup (GM_PCL_COM_MEET)
- Grants Role Type (GM_PROF_ROLE_TYPE)

This section explains how to establish protocol controls and discusses how to:

- Create protocol types.
- Create a committee.
- Define committee meetings.
- Define grants rate types.

Pages Used to Establish Protocol Controls

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|--|---|
| Approving Authority | GM_PCL_APAU | Set Up Financials/Supply Chain, Product Related, Grants, Approving Authority | Use this page to identify the approving authority associated with the delivered protocol management functionality. Information entered here is used on the Hazardous Agents (GM_PCL_HAZA) page. |

| Page Name | Definition Name | Navigation | Usage |
|-------------------------|------------------------|--|--|
| Protocol Type | GM_PCL_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Protocol Type | Create protocol types. |
| Genus | GM_PCL_GENUS | Set Up Financials/Supply Chain, Product Related, Grants, Genus | Set up genus codes. |
| Species | GM_PCL_SPECIES | Set Up Financials/Supply Chain, Product Related, Grants, Species | Set up species codes. |
| Strain, Subspecies | GM_PCL_STR | Set Up Financials/Supply Chain, Product Related, Grants, Strain, Subspecies | Set up strain, subspecies codes. |
| Agent | GM_PCL_AGENT | Set Up Financials/Supply Chain, Product Related, Grants, Agent | Set up agent codes. |
| Committee Administrator | GM_PCL_COM_ADMN | Set Up Financials/Supply Chain, Product Related, Grants, Committee Administrator | Set up committee administrator data. |
| Detail Type | GM_PCL_DTL_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Detail Type | Set up detail type data. |
| Committee Setup | GM_PCL_COM | Set Up Financials/Supply Chain, Product Related, Grants, Committee Setup | Create a committee. |
| Notes | GM_PCL_COM_NOTES | Click the Notes button on the Committee Setup page. | Enter notes about the committee members. |
| Details | GM_PCL_COM_MEM_DTL | Click the Address button on the Committee Setup page. | View email and telephone information for the committee member. |
| Committee Meeting Setup | GM_PCL_COM_MEET | Set Up Financials/Supply Chain, Product Related, Grants, Committee Meeting Setup | Enter a meeting date, time description, ID, and protocols. |
| Notes | GM_PCL_COM_M_NOTES | Click the Notes button on the Committee Meeting Setup page. | Add notes about the committee meeting. |
| Grants Role Type | GM_PROF_ROLE_TYPE | Set Up Financials/Supply Chain, Product Related, Grants, Role Types | Define role types. In addition to defining the roles, also define the types of areas where the role has applicability. |

Protocol Type Page

Use the Protocol Type page (GM_PCL_TYPE) to create protocol types.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Protocol Type

Image: Protocol Type page

This example illustrates the fields and controls on the Protocol Type page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Protocol Type' page. At the top, the title 'Protocol Type' is shown. Below it, the 'SetID' is 'SHARE' and the 'Protocol Type' is 'ANIM'. A 'Protocol Type Detail' section contains a 'Find' button and a 'View All' link. The 'Description' field is populated with 'Animal Protocol' and the 'Short Description' field is populated with 'Animal'. To the right, the 'Protocol Sub Type' section shows two radio buttons: 'Animal' (selected) and 'Human'.

Enter both a long and short description of the type of protocol, and then select a protocol sub type. Protocol sub types are system delivered values. There are only two values: Animal and Human. Each protocol type should be associated with a protocol sub type. Based on this association there is logic to hide/un-hide some fields on several protocol pages.

Committee Setup Page

Use the Committee Setup page (GM_PCL_COM) to create a committee.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Committee Setup

Image: Committee Setup page

This example illustrates the fields and controls on the Committee Setup page. You can find definitions for the fields and controls later on this page.

Committee Setup

Committee ID: 200

Description: Animal Protocol Committee

'Protocol Type: ANIM

Effective Date: 01/01/1900

'Status: Active

'Committee Chair: KU0043 Maertens, Dominica

| Committee Members | | | | | | | | |
|-------------------|-----------|-------------------|-----------|-------------------------------------|---------------------------------|-------|---------|-----|
| | Member ID | Name | Role Type | Eligible to Vote | Title | Notes | Address | |
| 1 | KU0023 | Lotta, Lucie | COM | <input checked="" type="checkbox"/> | Community/Non-affiliated Member | | | + - |
| 2 | KU0036 | Pritchard, Martin | NOS | <input checked="" type="checkbox"/> | Non-Scientist | | | + - |
| 3 | KU0094 | Vincent, John | SCT | <input checked="" type="checkbox"/> | Scientist | | | + - |

This page defines the members of this particular committee along with the committee chair.

Committee ID

Displays a system generated ID.

Protocol Type

Select a protocol type from available values. Values may include: *HUMN* and *ANIM*.

Effective Date

Committee Chair

Select a committee chair from available values. Committee Chair should be part of the committee.

Committee Members

Member ID

Select a member ID from the list of available employee ID's.

Role Type

Select a value from the prompt table. Values may include:

- *Scientist*
- *Non-scientist*
- *Community/Non-affiliated member*
- *Consultant*
- *Prisoner Representative*
- *Child Advocate*
- *Veterinarian*

- *Protocol Administrator*

Note: You can define role types and their applicability to different areas in PeopleSoft Grants on the Role Type page (GM_PROF_ROLE_TYPE).

Eligible to Vote

Select to indicate if the committee member is eligible to vote on protocols at full review meetings. On the Protocol Disposition page the *Yes* vote count must exceed the *No* vote count in order for you to change the Protocol to an *Approved* status.



Click to enter any additional notes on the Notes page.



Click to view email and telephone details on the Details page.

Committee Meeting Setup Page

Use the Committee Meeting Setup page (GM_PCL_COM_MEET) to enter a meeting date, time description, ID, and protocols.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Committee Meeting Setup

Image: Committee Meeting Setup page

This example illustrates the fields and controls on the Committee Meeting Setup page. You can find definitions for the fields and controls later on this page.

Committee Meeting Setup

Committee ID 200 Animal Protocol Committee

Protocol Type ANIM

| Details | | | | | | | | Personalize | Find | First | 1-3 of 3 | Last |
|---------|------------|--------------|-----------------|------------|----------|----------------------|-------|-------------|------|-------|----------|------|
| | Meeting ID | Meeting Date | Description | Start Time | End Time | Max Num of Protocols | Notes | | | | | |
| 1 | A01 | 03/31/2005 | Protocol Review | 9:00AM | 5:00PM | 7 | | | | | | |
| 2 | A02 | 04/30/2005 | Protocol Review | 9:00AM | 5:00PM | 7 | | | | | | |
| 3 | A03 | 05/31/2005 | Protocol Review | 9:00AM | 5:00PM | 7 | | | | | | |

Max Num of Protocols (maximum number of protocols)

Enter the maximum number of protocols that can be scheduled for this meeting ID. When the meeting has reached the maximum number of protocols, the system will not allow you to add any more protocols to the meeting in the Protocol Administration page.

Notes

Click to enter notes about the meeting.

Grants Role Type Page

Use the Grants Role Type page (GM_PROF_ROLE_TYPE) to define role types.

In addition to defining the roles, also define the types of areas where the role has applicability.

Navigation

Set Up Financials/Supply Chain, Product Related, Grants, Role Types

Image: Grants Role Type page

This example illustrates the fields and controls on the Grants Role Type page. You can find definitions for the fields and controls later on this page.

Grants Role Type

SetID

SHARE

Role

COMH

Detail

Find | View All

First 1 of 1 Last

'Effective Date'01/01/1900

'Status'Active

Short Description'CommCh

'Description'Committee Chair

Types

☐ Award

☐ Component

☐ Milestone

☐ Other

☒ Professional

☒ Protocol

Protocol Sub TypeB

Define the role types. In addition to defining the roles you can also define the types of areas where the role have applicability.

Note: Certain Grants delivered workflow types only support a fixed list of roles, thus the role types of Award, Component, Milestone, and Other should not be modified by the user. Only the roles of Professional and Protocol can be defined by the user using the Grants Role Type page.

Administering Protocol Workflow

This section discusses how to review and administer protocol workflow.

Page Used to Administer Protocol Workflow

| Page Name | Definition Name | Navigation | Usage |
|-------------------------|-----------------|--|--|
| Protocol Administration | GM_PCL_ADMIN | Grants, Protocols, Protocol Administration | Administer all pending and submitted protocols that have not yet been acted against. |

Protocol Administration Page

Use the Protocol Administration page (GM_PCL_ADMIN) to administer all pending and submitted protocols that have not yet been acted against.

Navigation

Grants, Protocols, Protocol Administration

Image: Protocol Administration page

This example illustrates the fields and controls on the Protocol Administration page. You can find definitions for the fields and controls later on this page.

When you have established all the rules, the workflow tool is ready to automatically send notifications. When you submit the protocol, this action sends the initial workflow worklist to the committee administrator. The worklist includes a link to the Protocol Administration page. This page displays all pending (or submitted) protocols that have not yet been acted against. After the administrator acts on it, it is removed from the worklist. Also, the list that the administrator sees on the worklist email is the same list that is viewable from the Protocol Administration page. From this page, the administrator can decide and act on the individual protocols.

Protocol Sub Type

Select the subtype that you want to retrieve. Values include *Human* or *Animal*. This field has security that allows limited access. If the operator ID allows only for *Animal*, then only that value displays and is not available for editing. Users with access to all can edit the field.

Protocol Status

Select the status that you want to retrieve. In most instances, the committee administrator retrieves protocols with a status value of *Pending*. *Pending* is the only status value for which the Administration tab on this page is operable.

Information Tab

Protocol ID

Displays the Protocol ID.

Version

Displays the Version.

Protocol Version

Click the Protocol Version button to go to the version.

Submit Date

Displays the date on which the disposition was submitted.

Administration Tab**Review Type Assigned**

Select Exempt, Expedited or Full Review.

Committee ID

Select a value from the list of available committee IDs that have the same protocol type. If a committee must review a protocol select the committee ID responsible for the review here.

Description

Displays a short descriptive name for the committee.

Meeting ID

Select a meeting ID. The prompt table enables you to see both the ID and associated date.

Returned by Reviewer

Displays this field as selected if one of the approvers returned this protocol.

Notify

Click this button to create the approval record and to trigger the workflow.

Preparing and Submitting a Proposal

Preparing and Submitting a Proposal

These topics discuss how to:

- Establish proposals.
- Establish noncompeting continuations.
- Establish proposal budgets.
- Submit proposals.
- Print proposals.
- Freeze submitted proposals by using version IDs.
- Unlock proposal information.
- View proposal audit logs.
- Copy proposal information.
- Inquire about proposal budgets.

Establishing Proposals

This section provides overviews of the PeopleSoft Grants proposal preparation, proposal budgets, PeopleSoft Grants statuses, and components and discusses how to:

- Establish proposal-specific details.
- Enter a due date and time for a proposal.
- Enter budget express information for a proposal.
- Enter additional information for a proposal.
- Add or update projects that are associated with a proposal.
- View department administrator information.
- Enter departmental credit percentages.
- Enter budget header data.
- Set up F&A and pricing.

- Maintain information about each resource for a proposal project.
- Enter agreement details for subrecipients.
- Enter budget information for subrecipients.
- Add proposal professional details.
- Maintain proposal-specific certifications.
- Set up PeopleSoft Grants report types for a proposal project.
- Link documents to a proposal project.
- Enter proposal attributes.
- Maintain address information for each project within a research proposal.
- Associate protocols to proposals.
- Track the status of proposal components.
- Enter component stakeholders.
- Review component approval hierarchy.
- View approval status and history.
- Identify setup levels.
- Link key words to a proposal.
- Approve a proposal.

Pages Used to Establish Proposals

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|---|-------------------------------|--|--|
| Proposal | GM_PROPOSAL | Grants, Proposals, Maintain Proposal, Proposal | Establish proposal-specific details. |
| Description | GM_PROP_TITLE_LONG | Click the Description link on the Proposal page. | Enter a long description for the proposal. |
| SBIR&STTR (small business innovation research and small business technology transfer) | GM_PROP_SBIR_STTR | Click the More Info button on the Proposal page. | Select SBIR and STTR fast-track statuses. These are available if the proposal type is SBIRI, SBIRII, STTRI, or STTRII. |
| CFDA (catalog of federal domestic assistance number) | GM_PROP_CFDA | Click the CFDA link on the Proposal page. | Enter multiple CFDA numbers if you enabled this feature. |
| Due By | GM_PROP_DUE_BY | Click the Due By link on the Proposal page. | Enter the due date and time requirements for a proposal. |

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|--|
| Budget Express | GM_PROP_BUD_EXPRES | Click the Budget Express link on the Proposal page. | Enter budget express information for a proposal. The data that you enter on this page is for informational purposes only. It has no downstream processing implications. |
| Additional Information | GM_PROP_ADD_INFO | Click the Additional Information link on the Proposal page. | Enter additional information about the proposal. |
| Additional Information | GM_ADDITIONAL_INFO | Click the Add Additional Information button on the Additional Information page. | Create user-defined Additional Info types. |
| Application Identifier | GM_PROP_APP_ID | Click the Additional Details link on the Additional Information page. | Enter application identifier information. |
| Concurrent Submissions | GM_PROP_CON_SUB | Click the Additional Details link on the Additional Information page. | Select the business unit, proposal, and version for each proposal that you are submitting concurrently. |
| Conflict of Interest | GM_PROP_COI | Click the Additional Details link on the Additional Information page. | Select check boxes to indicate whether the conflict complies with the institution's policy and whether you completed the review. |
| Cost Sharing | GM_PROP_COST-SHARE | Click the Additional Details link on the Additional Information page. | Select check boxes to indicate whether the sponsor requires cost sharing, who approved it, the date of approval, and the source. |
| Flow Through | GM_PROP_FLOWTHRU | Click the Additional Details link on the Additional Information page. | Select the primary sponsor that the proposal will flow through. |
| Institution Change | GM_PROP_IN_CHANGE | Click the Additional Details link on the Additional Information page. | Select the check box to indicate whether the institution changed and the name of the previous institution. |
| Intellectual Property | GM_PROP_INTEL_PROP | Click the Additional Details link on the Additional Information page. | Enter information about the use of intellectual property. |
| PI Change (principal investigators change) | GM_PROP_PI_CHANGE | Click the Additional Details link on the Additional Information page. | Indicate that the PI changed and select the ID of the previous PI. |

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|---|
| Pre-Award Spending | GM_PROP_PREAWD_SPD | Click the Additional Details link on the Additional Information page. | Indicate that pre-award spending is permitted, and enter the guaranteed source of funding. |
| Previous Award | GM_PROP_PREV_AW | Click the Additional Details link on the Additional Information page. | Enter information about the previous award, and indicate that a renewal is in progress if it is based on an accomplishment. |
| Related Proposals | GM_PROP_REL_PROP | Click the Additional Details link on the Additional Information page. | Enter information about related proposals. |
| Solicitation | GM_PROP_SOLICITATN | Click the Additional Details link on the Additional Information page. | Enter information about a solicitation. |
| Projects | GM_PROPOSAL_PROJ | Grants, Proposals, Maintain Proposal, Projects | Add or update projects that are associated with a proposal. |
| Description | GM_PROP_J_TITLE | Click the Description link on the Projects page. | Add descriptions about the project. |
| Department Administrator | GM_PROP_DPT_ADM | Click the Other Contacts link on the Projects page. | View the names of the department administrator, department head and institution officer. Information about this page is display-only. All data comes from the Department Contact and Institution Contact pages. |
| Department Credit Percentage | GM_PROJ_DEPT_PCT | Click the Department Credit link on the Projects page. | Enter the credit percentage for a department for a particular project. |
| Comments | GM_PROP_J_DEPT_SP | Click the Department Cost Share Comments button on the Projects page. | Enter comments about the department cost share. |
| Budgets | GM_PROP_BUD | Grants, Proposals, Maintain Proposal, Budgets | Enter budget header information. |
| F&A and Pricing Setup (facilities and administration and pricing setup) | GM_BUD_FA | Click the F&A and Pricing Setup link on the Budgets page. | Set up F&A rates for your institution, sponsor, and budget. |
| Program Income | GM_BUD_PGM_INCOME | Click the Program Income link on the Budgets page. | Enter program income details and comments for the period. |

| Page Name | Definition Name | Navigation | Usage |
|---------------------------------|------------------------|--|--|
| Resources | GM_PROPOSAL_RES | Grants, Proposals, Maintain Proposal, Resources | Maintain information about each resource for a proposal project. These resources are used by Research or Workflow. |
| Supplier Details | GM_PROP_VNDR_SP | Click the Get Agreement Details button on the Resources page. | Enter subrecipient details. |
| Subrecipient Location | GM_PROP_VND_LOC_SP | Click the Get Location Details button on the Resources page. | Enter subrecipient location and address information. |
| Subrecipient Contact | GM_PROP_VND_CNT_SP | Click the Get Contact Details button on the Resources page. | Enter subrecipient contact information. |
| Subrecipient Budget | GM_PROP_VND_BUD | Click the Supplier Budget button on the Resources page. | Enter subrecipient budget information. |
| Professional Details | GM_PROP_PROF_DT_SP | Click the Details button on the Resources page. | Enter professional details about the resource. |
| Proposal Professional Address | GM_ADDR_DTL_DSP_SP | Click the Address link on the Professional Details page. | View address information. |
| Proposal Professional Education | GM_PROP_PROF_ED_SP | Click the Education link on the Professional Details page. | View educational information. |
| Proposal Professional Job | GM_PROP_PROF_JB_SP | Click the Job link on the Professional Details page. | View job information. |
| Professional Work Experience | GM_PROP_PROF_WE_SP | Click the Experience link on the Professional Details page. | View work experience information. |
| Professional Advisor/Advisee | GM_PROP_PROF_AA_SP | Click the Advisor/Advisee link on the Professional Details page. | View advisor and advisee relationships. |
| Professional Memberships | GM_PROP_PROF_MB_SP | Click the Membership/ Association link on the Professional Details page. | View memberships and associations. |
| Professional Honor/Awards | GM_PROP_PROF_HA_SP | Click the Honor/Award link on the Professional Details page. | View honors and awards. |
| Professional Collaborations | GM_PROP_PROF_CB_SP | Click the Collaboration link on the Professional Details page. | View persons who have collaborated with the professional. |
| Professional Publications | GM_PROP_PROF_PB_SP | Click the Publication link on the Professional Details page. | View the professional's publications. |
| Professional Pending Support | GM_PROP_PROF_OP_SP | Click the Pending Support link on the Professional Details page. | View pending support. |

| Page Name | Definition Name | Navigation | Usage |
|-------------------------------------|------------------------|---|---|
| Professional Ongoing Support | GM_PROP_PROF_OA_SP | Click the Ongoing Support link on the Professional Details page. | View ongoing support. |
| Professional Completed Support | GM_PROP_PROF_OC_SP | Click the Completed Support link on the Professional Details page. | View completed support. |
| Certifications | GM_PROP_CERT | Grants, Proposals, Maintain Proposal, Certification | Maintain all relevant proposal-specific certifications, and enter multiple certifications for each proposal project. |
| Proposal Certification Comments | GM_PROP_CERT_SEC2 | Click the Comment button on the Certification page. | Enter comments about the certification. |
| Reports | GM_PROP_J_REPT | Grants, Proposals, Maintain Proposal, Reports | Set up PeopleSoft Grants report types for a proposal project. |
| Attachments | GM_PROP_DOC1 | Grants, Proposals, Maintain Proposal, Attachments | Create attachments for the proposal project. |
| Attributes | GM_PROP_ATTRIB | Grants, Proposals, Maintain Proposal Select the Attributes link | Enter proposal attributes. |
| Location | GM_PROP_J_LOCATION | Grants, Proposals, Maintain Proposal Select the Location link. | Select a location for a subrecipient. |
| Protocols | GM_PROP_PRJ_PCL | Grants, Proposals, Maintain Proposal Select the Protocols link. | Select a protocol to associate with the project. |
| Component | GM_PROP_COMPONENT | Grants, Proposals, Maintain Proposal, Component | Enter component information. |
| Component Stakeholder | GM_PROP_COMP_STK | Click the Stakeholders link on the Component page. | Enter the names and roles of stakeholders. |
| Component Approval Hierarchy/Option | GM_PROP_COMP_APP | Click the Approval Hierarchy link on the Component page, Approval Info tab. | View the approval hierarchy. All information that is displayed on the page comes from the BU Workflow Approval/Notification Setup page. It shows the approval rules that were set up for the current component. |

| Page Name | Definition Name | Navigation | Usage |
|------------------------------------|------------------------|--|---|
| Component Approval Status/History | GM_PROP_APP_HISTY | Click the Approval Status/History link on the Component page, Approval Info tab. | View the component approval history. |
| Proposal Component Comments | GM_PROP_COMPO_SEC1 | Click the Comments button on the Component page. | Add comments about the proposal component. |
| Setup Level | GM_PROP_LVL_SETUP | Grants, Proposals, Maintain Proposal, Setup Level | Establish the setting levels as <i>Primary Project</i> or <i>All Projects</i> for certifications, department credits, professional credits, resources, subrecipients, and components. All values are supplied by the Award setup and BU Definition pages. You can overwrite the value in the Proposal level. |
| KeyWords | GM_PROP_KEYWORD | Grants, Proposals, Maintain Proposal, KeyWords | Link key words to a proposal and its projects. |
| Proposal Component Approval/Submit | GM_COMP_APPROVAL | Grants, Proposals, Proposal Component Approval | Submit and approve a proposal workitem. Grants super users can use this page to monitor, approve, review, and submit all workitems. |

Understanding PeopleSoft Grants Proposal Preparation

A proposal in PeopleSoft Grants consists of a statement of work, research plans, technical reports, and a proposal budget, as well as administrative, personnel, and submission information that is required by external funding agencies.

Note: The creation of the research plan is outside the scope of PeopleSoft Grants.

Each proposal requires at least one project. You can, however, have multiple projects within a single proposal.

After establishing basic setup information in PeopleSoft Grants, you can enter data concerning proposals and projects, structure proposal budgets, work with research plans of principle investigators (PIs), and submit proposals to sponsors.

The proposal pages help you:

- Track the development, verification, and submission status of proposals to sponsors.
- Gather and organize proposal data.
- Facilitate the administration of proposals, awards, forms, and reports.

Note: PeopleSoft Grants delivers proposal security by PI and department. You can control access to the proposal pages by configuring PeopleSoft Grants security options.

Related Links

[Setting Up and Maintaining Institutions](#)

[Setting Up and Maintaining Sponsored Projects](#)

[Setting Up and Maintaining Departments](#)

[Setting Up and Maintaining Sponsors](#)

[Setting Up and Maintaining Professional Data](#)

[Establishing Proposal Budgets](#)

[Proposal and Award Preparation for Cost Sharing](#)

Understanding Proposal Budgets

The budget represents an integral part of a research proposal. It captures budget line details and provides access to data such as the names of participating personnel, annual salaries, fringe rates, and F&A (Facilities and Administration) rates. These data elements support both pre-award and post-award functions.

Here is some general information about establishing proposal budgets:

- Proposal budget items (pre-award), such as salaries, equipment, and travel, have corresponding general ledger account values that are used to establish the award budget (post-award).
- The proposal budget includes direct costs (personnel, animals, equipment, supplies), cost sharing, justifications, and F&A costs.
- Employee information in the proposal budget is supplied from the institution's existing human resources database through an interface that populates the Personal Data table (PERSONAL_DATA) and the Job table (JOB).
- You must establish a proposal ID and a corresponding proposal project ID prior to creating a new budget.
- All budget records are below the proposal project level.
- You can create multiple budgets for a single proposal project.
- PeopleSoft Grants incorporates Transaction Set 194 values into the proposal budget pages and records.

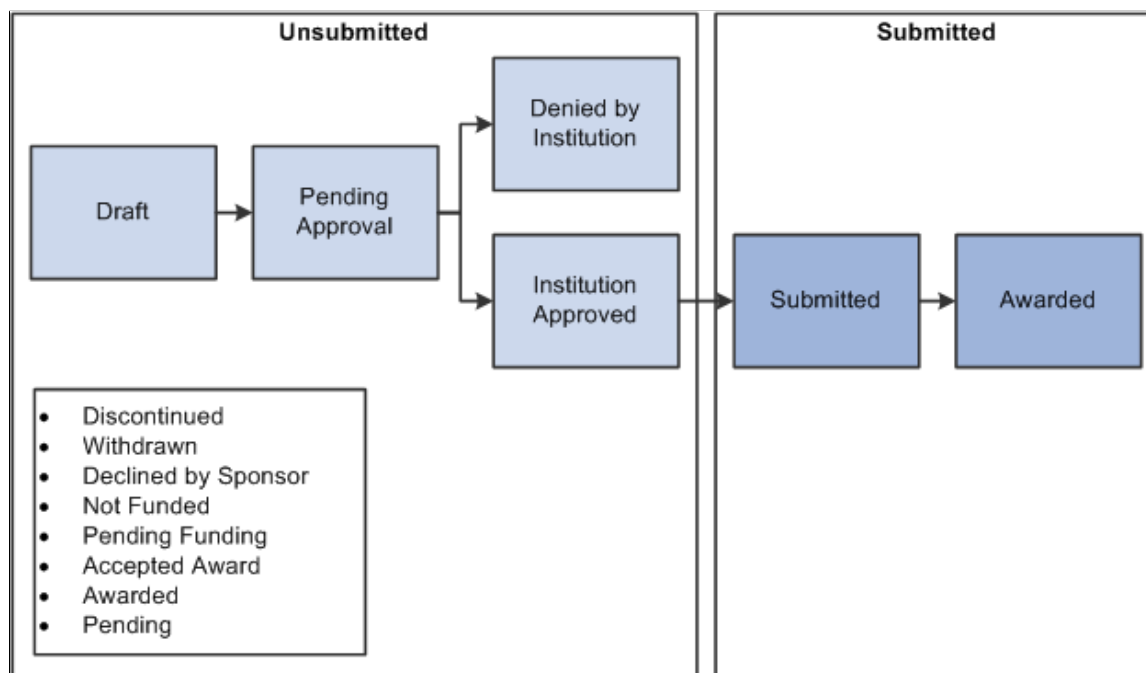
Note: PeopleSoft Grants supports organization, project and grant, and revenue estimate ledger types. PeopleSoft Grants does not support appropriation budgets.

Note: You cannot edit the following PeopleTool pages during the approval process: Maintain Proposal, Overall Budget, and Budget Detail.

Understanding PeopleSoft Grants Statuses

Image: Grants status process flow

This diagram illustrates the flow of the PeopleSoft Grants status as the proposal moves through the complete cycle from Draft, to Pending Approval, to Denied or Approved by the institution, to submitted, to award.



Understanding Components

After you enter all of the required information on the proposal pages, you can produce and submit a finished application for sponsored amounts to support institutionally approved projects. You can submit only institution-approved proposals if Proposal Approval workflow is active.

This section provides an overview of the approval rules and processes and discusses how to:

1. Access the Component page.
2. Submit a proposal.
3. Designate an official for a proposal submission.
4. Approve a proposal.

The Proposal (Component) Approval process is triggered when the status of the proposal changes to a status that is listed in the Grant Award Setup Definition page. All people who are involved in the approval process receive workitem notification, email notification, or both, depending on the setup options.

The approval process is simultaneous or sequential, depending on your setup. If you set the approval process to sequential, the system generates the workitem for the next layer of approver after the workitem receives approval from all required approvers and reviewers at the current layer. Feedback from nonrequired approvers does not affect the approval process and status. For example, if all required approvers approve the component but not the nonrequired approver, the system still updates the

component status to *Approved* or generates the workitem for the next layer of approver. All required approval roles must be defined within the current proposal and set to workflow eligible.

The approver or reviewer receives a workitem notification or workitem and email notifications during the approval process. The recipient can take the following actions depending on the workflow setup:

- Approve
- Send Back
- Review
- Reassign (the new approver or reviewer has the same authorities as the original approver or reviewer)

The component uses the following statuses:

- Draft — when you are preparing the component.
- In Progress — when the system sends the workitem to the approver and is waiting for approver action.
- Approved — when all required approvers and reviewers approve or review the component.
- Send Back — if any of the approvers return the component for modification.

When the component status changes to *Send Back*, the approver initiator receives a workitem and can edit the project and budget. If you set the component setup level at the all projects level, then the approver initiator can edit only the project that is associated with the *Send Back* component. If you set the component approval at primary project level, then the approver initiator can edit all projects. During this time the approver initiator can add a new proposal component or delete one in the project under certain circumstances. Other users cannot edit the proposal during the approval cycle.

The Grants super user can cancel the proposal during the approval process and the system removes all workitems from the approver worklist. When all components are approved, the proposal is considered institution-approved. Approved or canceled proposals cannot be edited, because the proposal has reached the end of the proposal process.

From draft status, you can manually change the status to *Pending Approval*, or click the Start Approval button, which triggers the workflow process. When the proposal is approved, you can start the submission process and the proposal status is updated to *Submitted*. Only submitted proposals can be generated, at which time the system changes the Proposal status to *Awarded*. All other statuses can be selected prior to submission. If workflow is disabled, you can select any status at any time prior to submission. Those with authorization to the Submit Proposal component (GM_PROP_SUBMN_CI) through the PeopleTools component security can change a submitted (but not generated) proposal back to *Not Submitted*. If workflow is enabled, the proposal status returns to *Institution Approved*. If workflow is disabled, the proposal status returns to *Draft*.

The following list describes proposal component approval activities:

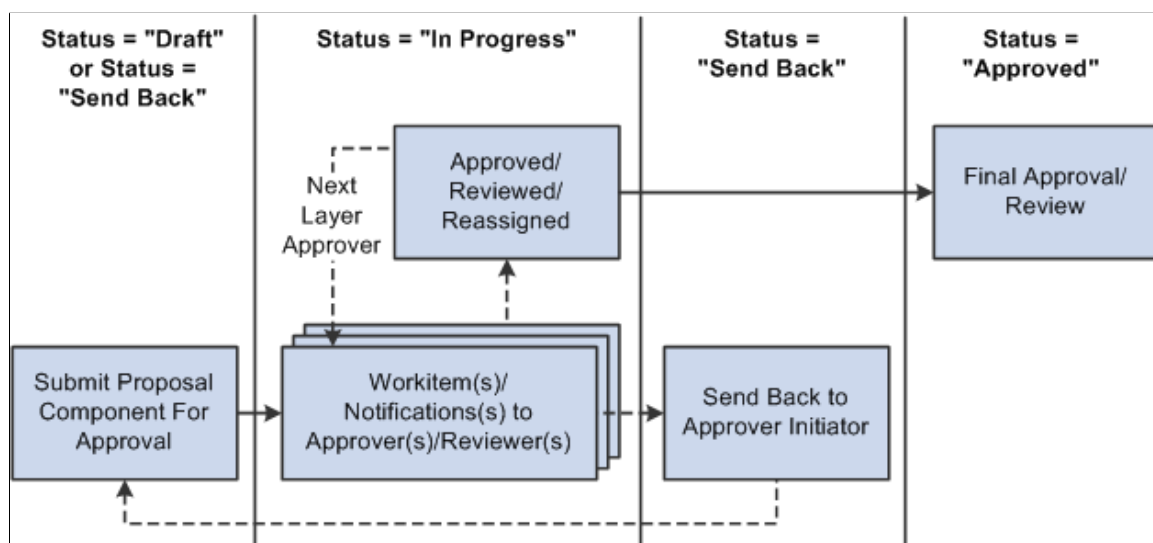
1. A workitem notification or email notification is generated for the approver or reviewer when the proposal component is submitted for approval.
2. The workitem notification or email notification is generated for the approver initiator when the proposal component is sent back by the approver.

3. The workitem/email is generated for a new approver reviewer when the proposal component is reassigned by the approver or reviewer
4. Email notification is sent to all people who are involved with the approval process when the proposal component status is changed.

Note: In a multiple principal investigator scenario, workflow is sent to the contact PI as long as the PI is configured for workflow. For example, in a multiple principal investigator scenario, more than one could exist for a PI. In this case, only the contact PI receives the workflow notification.

Image: Workflow process flow

This diagram shows the workflow process flow for the proposal component. When a draft proposal is submitted, the system sends a worklist item to the designated reviewers or approvers. The proposal is either approved or sent back for more information until the proposal is assigned a status of *Approved*:



Proposal Page

Use the Proposal page (GM_PROPOSAL) to establish proposal-specific details.

Navigation

Grants, Proposals, Maintain Proposal, Proposal

Image: Proposal page (1 of 2)

This example illustrates the fields and controls on the Proposal page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Proposal' page with the following fields and controls:

- Proposal ID:** CON000000000028
- Description:** Initial Draft
- Version ID:** V101
- Currency:** USD
- Add to My Proposals:** Button
- Title:** The effects of insulin on laboratory rats
- Long Description:** The effects of insulin on laboratory rats with an insatiable
- PI ID:** KU0042 (Schumacher, Kenneth)
- Sponsor ID:** 1018 (National Institute of Health)
- Pre-Award Administrator:** (Searchable field)
- Purpose:** BARE
- Proposal Type:** New
- Confidence %:** 100
- CFDA:** (Searchable field)
- Status:**
 - Proposal Status:** Awarded
 - Submit Status:** Submitted
 - Generate Status:** Contract Generated
 - ☐ In Approval Process
- Facilities & Admin Requested:** ☒
- Foreign Application/Component:** ☐
- NIH Modular Grant:** ☐
- Due By:** (Link)
- Budget Express:** (Link)
- Additional Information:** (Link)
- Start Date:** 10/01/2004
- End Date:** 09/30/2009
- No. Periods:** (Field)
- Build Periods:** Button

Image: Proposal page (2 of 2)

This example illustrates the fields and controls on the Proposal page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Budget Periods' table with the following data:

| Period | Start Date | End Date | Target Sponsor Budget |
|--------|------------|------------|-----------------------|
| 1 | 10/01/2004 | 09/30/2005 | 100,500.00 |
| 2 | 10/01/2005 | 09/30/2006 | 100,950.00 |
| 3 | 10/01/2006 | 09/30/2007 | 100,450.00 |
| 4 | 10/01/2007 | 09/30/2008 | 100,750.00 |
| 5 | 10/01/2008 | 09/30/2009 | 250,000.00 |

Below the table, the total Target Sponsor Budget is 652,650.00. Navigation links include 'Return to Proposals' and 'Return To: My Proposals'.

Version ID

Displays the proposal version, which enables you to track changes to a proposal. All pages in this component display the proposal version.

Add to My Proposals

Click to add to your My Proposal list.

Description

Enter a brief version name. If you leave this field blank, the entry in the Title field appears by default. The system uses this title in the award generation process to name the award.

| | |
|---|--|
| | The name of the generated post-award project comes from the proposal project short title. |
| Allow Multiple PI's (allow multiple principal investigators) | Select to allow multiple PIs for the proposal. This field is available only if the Allow Multiple PI's check box is selected on the Sponsor - Details page. |
| Start Approval Process | Click to start the approval process. This option is available only if the proposal status is draft, workflow is active, and the Workflow By Pass check box is deselected. |
| Title | Enter a short title for the proposal. The project title appears by default as the proposal title for all projects that are created with no short titles. When you navigate to the Project page, the short Title field is already populated with data. Also use the title as an alternate search option on the Search page to access the Proposal page. If you created the proposal from the Get Opportunity page, the system populates this field with the first 52 characters of the opportunity title. |
| Description | Click to access the Description page to enter a description of the proposal. |
| PI ID (principal investigator ID) | Select the principal investigator's ID. This label is available only if you did not select the Allow Multiple PI's check box. |
| Contact PI | Select the principal investigator who is the contact for the proposal. This field is available only if you selected the Allow Multiple PI's check box. |
| Sponsor ID | Select the ID of the organization that is sponsoring the research. |
| Pre-Award Administrator | Select the ID of the person who is responsible for overall proposal preparation. Only people who are set up as pre-award administrators on the Professional Data page are available. |
| Purpose | Select a proposal purpose from a list of entries that are defined by the institution. |
| Proposal Type | <p>Select a proposal type from available options.</p> <p>The values are:</p> <ul style="list-style-type: none"> • <i>Amendment</i> • <i>Competing Continuation</i> • <i>Internal</i> • <i>Modification</i> • <i>NRSA</i> • <i>New</i> • <i>No-Cost Extension</i> |

- *Non-Competing Continuation*
- *Pre-Proposal*
- *Renewal*
- *Research Career Award*
- *Resubmission*
- *Revision*
- *SBIR I*
- *SBIR II*
- *STTR I*
- *STTR II*
- *Supplemental*



Click the SBIR/STTR Flag icon to access the SBIR&STTR page if the proposal type is *SBIRI*, *SBIRII*, *STTRI*, or *STTRII*.

Confidence % (confidence percentage)

Enter a number between 1 and 100 to reflect the level of confidence that the proposal will be approved. The system translates the number that you enter here to a color-coded icon that represents the confidence level as either high, medium, or low. These labels are predetermined on the Confidence Level Setup page. The colored icon next to this field indicates the confidence level of this proposal.

CFDA (catalog of federal domestic assistance)

Enter the CFDA number that is related to the proposal. A prompt table is delivered that can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page, this field is a link to the CFDA page, where you can enter multiple CFDA numbers.

Due By

Click to access the Due By page. Enter due date and time information for the proposal.

Budget Express

Click to access the Budget Express page. Enter budget amounts for the proposal.

Additional Information

Click to access the Additional Information page. Enter additional information for the proposal.

Facilities & Admin Requested (facilities and administration requested)

Select to indicate that the institution is requesting indirect cost recovery. The system automatically selects the corresponding box on form PHS 398, page II, section 3.

| | |
|--|---|
| | <p>Note: If you leave this option deselected, the associated check box is deselected on form PHS 398. The system resets the F&A amounts in the budget to zero and deletes the F&A rates. F&A rates are set up within the Budget component; they are key to computing F&A amounts.</p> |
| Workflow By Pass | <p>Select to bypass approval workflow. This check box appears only when the user is assigned the Workflow By Pass security role. You can edit this check box when at least one proposal version has been through workflow and is approved and the current version is not in <i>Pending Approval</i> or <i>Institution Approved</i> status. When you select Workflow By Pass, then Start Approval Process is unavailable.</p> |
| Foreign Application/Component | <p>Select to choose the corresponding check box on form PHS 398, page II.</p> |
| NIH Modular Grant (National Institutes of Health modular grant) | <p>Select to designate that the proposal as an NIH modular grant.</p> |
| Template Proposal | <p>Select to create a template proposal. This option is available only when you first create the proposal. You can use the template to create new proposals based on information in the template, which you can edit.</p> |
| | <hr/> <p>Note: Template proposals cannot be generated.</p> <hr/> |
| Start Date and End Date | <p>Select the start and end dates for the proposal. The system automatically creates the overall budget with the same dates.</p> |
| | <hr/> <p>Note: To change the dates on the Proposal page after you quit the date fields, update the overall budget date range first so that the dates remain synchronized. If you make a mistake, continue entering information, and then change the overall budget before returning to the Proposal page to make the correction.</p> <hr/> |
| | <p>See Establishing Proposal Budgets.</p> |
| No. Periods (number of periods) | <p>Enter the number of periods for the budget.</p> |
| Build Periods | <p>Click to build the budget periods for the proposal.</p> |
| | <hr/> <p>Note: After you click the Build Periods button, the following fields become unavailable: Proposal Start and End Date, Number of Periods, and the Build Periods button. These fields are available only if no rows are in the Budget Period grid of a proposal. Also, the system computes the end date of the proposal when you enter a new row in the Budget Period grid. Proposal start date and end date always equal the minimum start date and maximum end date of the Proposal Budget Period grid.</p> <hr/> |

Status

Proposal Status

Select from these values:

- *Accepted Award*
- *Awarded*
- *Award Pending*
- *Declined by Sponsor*
- *Discontinued*
- *Draft*
- *Institution Approved*
- *Not Funded*
- *Pending Approval*
- *Pending Funding*
- *Refused by Institution*
- *Submitted*
- *Withdrawn*

Submit Status

Select *Submit* or *Unsubmit*. If proposal approval workflow is active, you can submit the proposal only after the proposal status is institution-approved. If not, then you can submit the proposal at any status. You cannot change or modify the proposal after it is submitted. If the proposal is submitted, you can modify it only by using the Personalization option (GM_PR_UNLOCK).

See [Unlocking Proposal Information](#).

Generate Status

Displays the status of the proposal in the generate process. Values include *Created*, *Pre-spending*, and *Not Generated*.

In Approval Process

Selected when the proposal status is *Pending Approval* and the proposal is in the approval process. This check box is deselected when the proposal completes the approval process.

Budget Periods - Details

When you first create a proposal as *Draft*, the Budget Period grid contains blank start and end dates. When you enter the proposal start and end dates, enter a value in No. Periods, and click the Build Periods button. The system automatically inserts a row into the grid for each period. The first period start date and the last period end date are supplied by default from the proposal start and end dates. After you enter and save the budget details on the Budget Detail page, the target sponsor budget reflects the budget for each period. The target sponsor budget amount that is displayed below the grid reflects the sum of all budget periods.

To reinitiate the build periods process, delete all rows in the grid to reactivate the Build Periods button.

Note: You can reinitiate the process only prior to saving the proposal. After you save the page, the numbers in the Period column of the grid become links to the Budgets page. If you copied a proposal, you can change the dates in this grid.

Target Sponsor Budget

Each line of the grid represents the sum of all budgets of all the projects under this proposal for a particular period.

Budget Periods - PHS Incomes

The sum of anticipated PHS income amounts from the budget program income appears. You can add the anticipated amount source.

Note: These figures are relevant for PHS agency proposals.

Due By Page

Use the Due By page (GM_PROP_DUE_BY) to enter the due date and time requirements for a proposal.

Navigation

Click the Due By link on the Proposal page.

Image: Due By page

This example illustrates the fields and controls on the Due By page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "Due By". At the top, it displays "Proposal ID CON000000000028" and "Version ID V101". Below this, it shows "Description Initial Draft" and "Currency USD". The main section is titled "Due By" and contains several input fields: a "Due By" dropdown menu set to "Postmark Date", a "Due Date" field with the value "01/28/2005" and a calendar icon, a "Due Time" field with the value "1700", and a "Due Timezone" dropdown menu set to "PST". At the bottom of the form are three buttons: "OK", "Cancel", and "Refresh".

Budget Express

Due By

Select whether the proposal due date criteria is set by the postmark or by the receipt of the proposal.

Due Date

Enter the date on which the proposal is due.

Due Time

Enter the time when the proposal is due.

Due Time Zone

Select the time zone in which the due date and time are set.

Budget Express Page

Use the Budget Express page (GM_PROP_BUD_EXPRES) to enter budget express information for a proposal.

Navigation

Click the Budget Express link on the Proposal page.

Image: Budget Express page

This example illustrates the fields and controls on the Budget Express page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application window titled "Budget Express". At the top, it displays "Proposal ID CON0000000000028" and "Version ID V101". Below this, it shows "Description Initial Draft" and "Currency USD". A section titled "Budget Express" contains four input fields: "Direct - Personnel Cost", "Direct - Non Personnel Cost", "Total FA Budget", and "Total Budget". At the bottom of the form are three buttons: "OK", "Cancel", and "Refresh".

Enter the budget numbers in the appropriate fields. The data that you enter on this page is for informational purposes only. It has no downstream processing implications.

Proposal - Additional Information Page

Use the Proposal - Additional Information page (GM_PROP_ADD_INFO) to enter additional information about the proposal.

Navigation

Click the Additional Information link on the Proposal page.

Image: Additional Information page

This example illustrates the fields and controls on the Additional Information page. You can find definitions for the fields and controls later on this page.

Type,  and 

Select the type of comment that you want to enter. Click the Additional Details button to access the system-delivered additional comments pages. Enter comments and other information that are specific to the type of comment that you selected. Click the Add Additional Info button to create user-defined additional information types.

System delivered values are:

- *AID - Application Identifier*

Enter application identifiers and state-received date.

- *APC - Allocation Percentage*

Enter minority-owned percentages.

- *CON - Concurrent Submissions*

Select the business unit, proposal, and version for each proposal that you are submitting concurrently. The system populates the Project PI and Sponsor fields automatically.

- *COI - Conflict of Interest*

Select the Compliance with Inst. Policy check box to indicate that the conflict complies with the institution's policy. Select the Review Completed check box and enter the approval date to indicate that you completed the review. You can select either or both check boxes.

- *CST - Cost Sharing*

Indicate whether cost sharing is required by sponsor, who approved it, the date of approval, and the source.

- *EXP - Express Proposal*

Enter comments.

- *FLO - Flow Through*

Select the primary sponsor that the proposal will flow through.

- *IC - Institution Change*

Select to indicate whether the institution changed and the name of the previous institution.

- *IP - Intellectual Property*

Select the Intellectual Property Reported check box to indicate that you are reporting the use of intellectual property, and then enter a description.

- *MJ - Major Goals*

Enter comments.

- *OTH - Other*

Enter comments.

- *PI - PI Change*

Select the PI Change check box to indicate that the PI has changed. Select the ID of the previous PI.

- *PRE - Pre-Award Spending*

Select the Pre-award Spending Allowed check box to indicate that pre-award spending is permitted, and then enter the guaranteed source of funding.

- *PRV - Previous Award*

Select the business unit and the ID of the previous award. Then select the Renewal in Progress check box, the Accomplishment Based Renewal check box, or both to indicate that a renewal is in progress and is based on an accomplishment.

- *REL - Related Proposals*

Enter the pre-proposal number, and then select the proposal business unit, related proposal, and version ID for all related proposals.

- *SOL - Solicitation*

Enter the solicitation and request for proposal number, as well as the solicitation title.

- *UOB - Unobligated Balance*

Describe unobligated balances for continuation form 2590.

Projects Page

Use the Projects page (GM_PROPOSAL_PROJ) to add or update projects that are associated with a proposal.

Navigation

Grants, Proposals, Maintain Proposal, Projects

Image: Projects page

This example illustrates the fields and controls on the Projects page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Projects' page within a web application. At the top, there are navigation tabs: Proposal, **Projects**, Budgets, Resources, Certifications, Reports, and Attachments. Below the tabs, the proposal details are shown: Proposal ID CON0000000000028, Version ID V101, Description Initial Draft, and Currency USD.

The main section is titled 'Proposal Projects' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. Below this, the project details for Project ID 00000000000163 are displayed. The project is marked as 'Primary' and has the title 'The effects of insulin on laboratory rats'. The long description is 'The effects of insulin on laboratory rats with an insatiable appetite for chocolate'. The project is associated with the Engineering department, Biology Department, and PeopleSoft University. The department contact is Matheson, Karena, and the department representative is McCoy, Maria. Other contacts and department credit options are also visible.

Below the project details, the 'F & A Distribution' section shows the project's share. The project is associated with the Engineering department and has a 100% share. The table below shows the project's share details:

| Department | Location | Comments | Percent Share |
|-------------|----------|----------|---------------|
| Engineering | EGV05 | | 100.00 |

The project's percent share is 100.00. At the bottom of the page, there are navigation links: Go To Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, and Attributes. The 'Return To:' link is 'My Proposals'.

You can associate multiple projects with each proposal. Because the system uses a one-to-many relationship for proposals and projects, you can establish a separate project profile even in cases in which only one project is in a proposal.

Proposal Projects

| | |
|--|--|
| Project ID | Displays the project ID, which you can edit. When you first create a draft proposal, the system automatically creates the first project and budget header with ID of <i>Next_1</i> . |
| Primary | Select to indicate that this is the primary project in the proposal. |
| Title | Displays the proposal title, which you can change. |
| Description | Click to enter a long description for the project. |
| Department | Displays the Department value that is derived from the PI on the Proposal page. From the Department value, all other values on the Project page can be supplied by default. |
| Dept. Contact (department contact) | Select the name of the individual who is the department contact. Only the people who were added as department contacts in the Department Contact setup page will be listed on the prompt table. |
| Subdivision | Select the department subdivision. This is supplied from the department setup. You should not change the value. |
| Dept Rep (department representative) | Select the name of the department representative. |
| Institution | Select the name of the institution that is associated with the project that is supplied from the department setup. You should not change the value. |
| Other Contacts | Click to view the name of the department administrator, department head, and institution officer who are associated with the project. |
| Department Credit | Click to enter the departmental credit percentages. The total credit percentage should not exceed 100 percent. |
| SPO (sponsored projects office) | Displays the sponsored projects office that is associated with the department. This value comes from the Department-General Information page (Grants, Departments, General Information). |
| SPO Contact (sponsored projects office contact) | Displays the name of the projects office contact of the sponsor. The SPO contact receives the Approval workitem or email notification during the approval process. This value comes from the SPO General Information page (Grants, Sponsored Projects Offices, General Information). |
| F&A Distribution | |
| Department | Select the department that is collaborating on the project. If more than one department exists for the project, add a row for each department participating in cost sharing. |

| | |
|---|---|
| Location | Displays the location code that is associated with the department. |
| Comment | Click to add comments to explain departmental collaborations. |
| Percent Shared | Enter the respective percentage share for each department that is included in the project. The total percentage must equal 100 percent. |
| Percent share total all projects | Indicates the percentage of the total that is shared by all the projects. |

Department Administrator Page

Use the Department Administrator page (GM_PROP_DPT_ADM) to view the names of the department administrator, department head and institution officer.

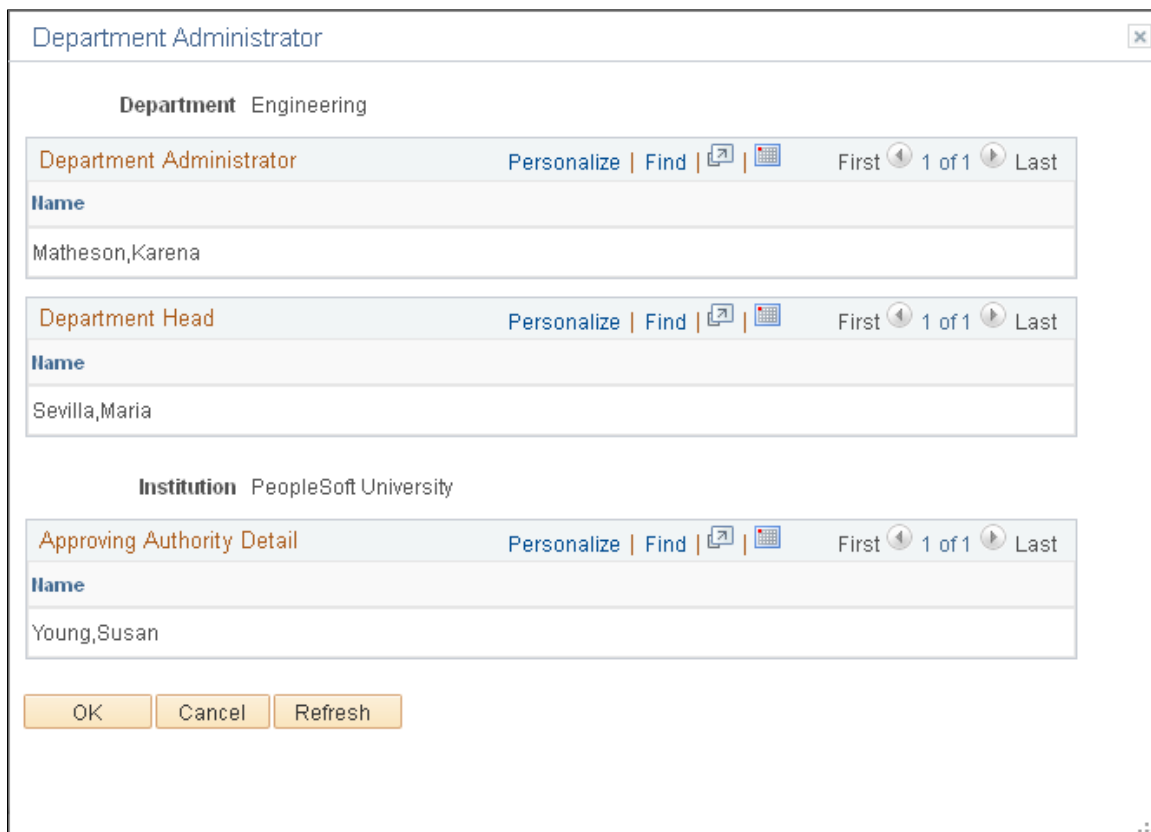
Information about this page is display-only. All data comes from the Department Contact and Institution Contact pages.

Navigation

Click the Other Contacts link on the Projects page.

Image: Department Administrator page

This example illustrates the fields and controls on the Department Administrator page. You can find definitions for the fields and controls later on this page.



The screenshot shows a web application window titled "Department Administrator". It displays information for the "Engineering" department. The page is organized into three main sections, each with a header bar and a data table.

- Department Administrator Section:** The header bar includes "Department Administrator", "Personalize", "Find", and navigation controls. The data table shows "Name" as "Matheson, Karena".
- Department Head Section:** The header bar includes "Department Head", "Personalize", "Find", and navigation controls. The data table shows "Name" as "Sevilla, Maria".
- Institution PeopleSoft University Section:** The header bar includes "Approving Authority Detail", "Personalize", "Find", and navigation controls. The data table shows "Name" as "Young, Susan".

At the bottom of the window, there are three buttons: "OK", "Cancel", and "Refresh".

View the department administrator and head. The Department Contact page supplies this information. You can also view the institution contact. The Institution Page supplies this information.

Department Credit Percentage Page

Use the Department Credit Percentage page (GM_PROJ_DEPT_PCT) to enter the credit percentage for a department for a particular project.

Navigation

Click the Department Credit link on the Projects page.

Image: Department Credit Percentage page

This example illustrates the fields and controls on the Department Credit Percentage page. You can find definitions for the fields and controls later on this page.

| Departmental Credit Percentage | | |
|----------------------------------|------------------------------|---------------------|
| Proposal Project 000000000000163 | | |
| Details | Personalize Find [Icons] | First 1-2 of 2 Last |
| *Department | Department | *Credit % |
| 41000 [Search] | Engineering | 80.00 [+] [-] |
| 90210 [Search] | Biology Department | 20.00 [+] [-] |

OK Cancel Refresh

Enter each department's percentage of credit for the project. If you want to capture departmental credit at the award level, you do not need to create another project to store the departmental credit. The system creates an identical table, entered by the project ID and department ID, on the Post Award side. Enter the departmental credit percentages on this page.

Note: If you select *Primary Project* at the setup level, you can add, delete, and modify the department credit only at the Primary Project level.

Budgets Page

Use the Budgets page (GM_PROP_BUD) to enter budget header information.

Navigation

Grants, Proposals, Maintain Proposal, Budgets

Image: Budgets page

This example illustrates the fields and controls on the Budgets page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Budgets' page within a web application. At the top, there are navigation tabs: Proposal, Projects, **Budgets**, Resources, Certifications, Reports, and Attachments. Below the tabs, the 'Proposal ID' is CON00000000000028 and 'Version ID' is V101. The 'Description' is 'Initial Draft' and 'Currency' is 'USD'. The 'Proposal Project' section shows 'Project ID' 000000000000163 and 'Title' 'The effects of insulin on laboratory rats'. The 'Budget Header' section includes 'Budget ID' CAIMPLEMENT, 'Description' CAIMPLEMENT, 'Start Date' 10/01/2004, 'End Date' 09/30/2009, and a checked 'Include in Proposal' checkbox. Below the header is a 'Budget Period' table with columns: Period, Start Date, End Date, Amount, Program Income, and Number of Participant/Trainees. The table lists five periods with increasing amounts and a total of 152,650.00. At the bottom, there are links for 'Go To', 'Location', 'Protocols', 'Component', 'Setup Level', 'Keywords', 'Gender & Minority Study', 'Trainee', and 'Attributes'.

| Period | Start Date | End Date | Amount | Program Income | Number of Participant/Trainees |
|--------|------------|------------|--------------|----------------|--------------------------------|
| 1 | 10/01/2004 | 09/30/2005 | | 500.00 | |
| 2 | 10/01/2005 | 09/30/2006 | | 950.00 | |
| 3 | 10/01/2006 | 09/30/2007 | | 450.00 | |
| 4 | 10/01/2007 | 09/30/2008 | | 750.00 | |
| 5 | 10/01/2008 | 09/30/2009 | | 150,000.00 | |
| | | | Total | 152,650.00 | |

Budget Header

Budget ID

Displays the default budget ID of each project, which comes from the Installation Options - Grants page. This default is not at the business unit level.

Description

Displays the proposal title description, which you can change.

Start Date and End Date

Displays the start and end dates that you entered on the Projects page.

Include in Proposal

Select to include the budget header data in the proposal.

F&A and Pricing Setup (facilities and administration and pricing setup)

Click to access the F&A and Pricing Setup page. Enter F&A setup for the institution, sponsor, and budget.

Total

Displays the grand total for all budget periods within a project.

Budget Period

Period

Displays the budget periods. Click a period number to access the Budget Detail page and see budget detail for the period.

The periods are the same as on the Proposal page. The Budget Period, Start Date, End Date, and Amounts fields on this grid are display-only.

Start Date and End Date

Displays the start and end dates that you selected for the budget periods on the Proposal page.

Amount

Displays the total amount from the Budget Detail page.

Program Income

Click to access the Program Income page, where you can enter details and comments about the program income.

Number of Participant/Trainees

Enter the number of participants, trainees, or both for the current budget period. The R&R budget form uses this number.

F and A and Pricing Setup Page

Use the F&A and Pricing Setup (facilities and administration and pricing setup) page (GM_BUD_FA) to set up F&A rates for your institution, sponsor, and budget.

Navigation

Click the F&A and Pricing Setup link on the Budgets page.

Image: F and A and Pricing Setup page

This example illustrates the fields and controls on the F and A and Pricing Setup page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'F & A and Pricing Setup' window. At the top, it displays 'Proposal ID: CON000000000028', 'Description: The effects of insulin on laboratory rats', 'Version ID: V101', 'Budget ID: CA IMPLEMENT', and 'Project ID: 000000000000163'. Below this, there are two radio buttons: 'Institution Minus Funded' (selected) and 'Sponsor Minus Funded'. The 'Contracts Related' section includes a 'Pricing Method' dropdown set to 'Fixed' and a 'Product' text field with 'ANNUAL MAINT'. The 'F&A Set Up' section has a 'Rate Type' dropdown set to 'MTDC'. The 'Institution' section shows 'FA Base' as 'MTDC' and 'Modified Total Direct Costs'. The 'Sponsor' section shows 'FA Base' as 'MTDC' and 'Modified Total Direct Costs'. The 'Budget' section shows 'FA Base' as 'MTDC' and 'Modified Total Direct Costs'. Each section has a corresponding 'Rates' table with columns for 'Effective Date' and 'FA Rate %'. The 'Institution Rates' table is currently empty. The 'Sponsor Rates' table is also empty. The 'Budget Rates' table has one row with 'Effective Date' and 'FA Rate %' fields. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.

Institution Minus Funded

Select to use the institution's F&A rate for calculating the cost-sharing F&A.

Sponsor Minus Funded

Select to use the sponsor's F&A rate for calculating the cost-sharing F&A.

Contracts Related

Pricing Method

Select either *As Incurred* or *Fixed* to indicate the type of contract. Because fixed-fee and rate-based are by activity, rate-based activities can be on separate contract lines because the Product value that you select is from a prompt table. Different product IDs force different contract lines.

Product

Select the product for the contract line. You can identify a distinct product within each activity. A product is a contractual obligation for products and services that you provide to your customers. In PeopleSoft Contracts, you define a standard set

of products; associate them with a set of attributes including pricing structure (as incurred or fixed fee), tax parameters, and accounting information; and then use the products in your contracts.

F&A Set Up

Select the F&A rate type that you want and the F&A base to which the rate is applied for the institution, sponsor, and budget. The system applies rates to the sum of the budget categories that belong to the selected F&A bases. You can insert multiple rate types for one budget ID. If the F&A base types have overlapping budget categories, the system displays a warning message.

Rate Type

Select a rate type. F&A rate types are associated with sponsors, institutions, proposals, or awards. Rate types include On Campus, Off Campus, or others as identified by the institution.

FA Base (facilities and administration base)

Select an FA base rate for the institution, the sponsor, and the funded amount.

FA Rate % (facilities and administration rate percentage)

Enter the F&A Rate percentages here that will be used to compute the sponsor F&A and institution F&A on the Budget Detail page (GM_BUD_LINE_SUM).

Resources Page

Use the Resources page (GM_PROPOSAL_RES) to maintain information about each resource for a proposal project.

These resources are used by Research or Workflow.

Navigation

Grants, Proposals, Maintain Proposal, Resources

Image: Resources page

This example illustrates the fields and controls on the Resources page. You can find definitions for the fields and controls later on this page.

ProposalProjectsBudgetsResourcesCertificationsReportsAttachments

Proposal ID CON000000000028Version ID V101Description Initial DraftCurrency USD

Project

Project ID 00000000000163Title The effects of insulin on laboratory ratsFind | View AllFirst1 of 1Last

Resource

Type LABORFind | View AllFirst1 of 1Last

Comments

Subrecipient

SubrecipientFind | View AllFirst1 of 1Last

Professional

ResearchEmployee IDNameOther RoleContact PIPrimary PICredit %Reporting RoleInclude in Award HeaderWorkflow EligibleDetailsPersonalizeFindFirst1 of 1Last

☒

kU0042

Schumacher,Kenneth

Principal Investigator

☐

☐

☐

☒

Go ToLocationProtocolsComponentSetup LevelKeywordsGender & Minority StudyTraineeAttributes

Return To:My Proposals

Note: This page uses NIH (National Institute of Health) resource types and draws from a control table in which you can add as many resource types as you need.

Note: If you select *Primary Project* at the setup level, you can add, delete, and modify the resource, subrecipient, or professional credit only at the Primary Project level.

Resource

Type

Select a resource type. The system-delivered resource types include *Laboratory*, *Clinical*, *Animal*, *Computer*, *Office*, *Other*, *Major Equipment*, *Other Resources (NSF Specific)*, and *Other Resources*.

Note: These resource types map directly to PHS 398, page HH. You cannot change the key values for these resource types without affecting the printing of the various proposal forms.

The following table lists and describes resource type codes:

| Resource Type Code | Description | Proposal Form | Page | Form | Page |
|--------------------|-------------|---------------|------|--------|------|
| LABOR | Laboratory | PHS 398 | HH | NIHMOD | HH |
| CLINI | Clinical | PHS 398 | HH | NIHMOD | HH |

| Resource Type Code | Description | Proposal Form | Page | Form | Page |
|---------------------------|--------------------------------|----------------------|-------------|-------------|-------------|
| ANIMA | Animal | PHS 398 | HH | NIHMOD | HH |
| COMPU | Computer | PHS 398 | HH | NIHMOD | HH |
| OFFIC | Office | PHS 398 | HH | NIHMOD | HH |
| OTHER | Other | PHS 398 | HH | NIHMOD | HH |
| RESOU | Other Resources (NSF Specific) | None | None | None | None |

Comments Describe the resource usage.

Subrecipient

Subrecipient Select the subrecipient that you want to add to the proposal.

Professional

Research

Select to map the professional to the appropriate form. Selecting this option also distinguishes the research team administratively from individuals who are related to the proposal creations. Select this option if you are listing a person whose name appears on the form and is part of the project team during the project generation process. Deselect this option if you are listing a person only for workflow approval process.

Employee ID

Select the ID of the professional whom you want to add to the proposal.

Name

Displays the name of the professional who is associated with the ID that you selected in the ID field. If the professional is not entered into the system, enter the name in the field.

Note: The name of the PI immediately appears by default in existing projects when you enter the name of the PI on the Proposal page. This occurs only in projects that have a blank grid for professionals. PI row-level security is used for professionals with a role type of *PI* in the proposal professional resources.

Other Role

Select the professional's role in the project. The other role is used for security, travel and expense approval, and workflow.

Oracle delivers a list of roles as system data. However, you can add new roles. Values include:

- *Authorized Personnel*

- *Secretarial/Clerical*
- *Co-Mentor*
- *Co-PI*

This option is available only if the Allow Co-PI's check box is selected for the sponsor.

- *Department Head*
- *Graduate Students*
- *Key Personnel*
- *Mentor*
- *Other*
- *Pre-award Administrator*
- *Principal Investigator*
- *Post Doctoral Associates*
- *Senior Staff*
- *Undergraduate Students*

Contact PI

This check box is automatically selected on multiple PI proposals for the resource listed as the contact PI on the Proposal page.

Primary PI

Select if this resource is the primary PI. This check box is available only for proposals that allow multiple PIs.

Credit % (credit percentage)

Enter the internal individual credit. The sum of the credit percentage on all the rows cannot exceed 100 percent.

Reporting Role

Select the professional's role in the project. The reporting role is used for reporting. This value is populated next to the Award PI field on the Award page .

Oracle delivers a list of roles as system data. However, you can add new roles. Values include:

- *Authorized Personnel*
- *Secretarial/Clerical*
- *Co-Mentor*
- *Co-PI*

This option is available only if the Allow Co-PI's check box is selected for the sponsor.

- *Department Head*

- *Graduate Students*
- *Key Personnel*
- *Mentor*
- *Other*
- *Pre-award Administrator*
- *Principal Investigator*
- *Post Doctoral Associates*
- *Senior Staff*
- *Undergraduate Students*

Include in Award Header

Select to indicate whether the employee should be included in the award header.

Workflow Eligible

Select to indicate whether the professional is eligible to receive workflow. The selection is supplied by default from the professional's personal data.



Click to access the Professional Details page.

Related Links

[Maintaining Subrecipients](#)

Supplier Details Page

Use the Supplier Details page (GM_PROP_VNDR_SP) to enter subrecipient details.

Navigation

Click the Get Agreement Details button on the Resources page.

Image: Supplier Details page

This example illustrates the fields and controls on the Supplier Details page. You can find definitions for the fields and controls later on this page.

Enter details regarding the agreement with the subrecipient.

Agreement Category

Select an agreement category. Values include:

- *Cost Reimb*
- *FP Fee*
- *Fixed Price*
- *N/A*
- *Other*

Subrecipient Status

Select a status. Values include:

- *Full Exec*
- *Holding*
- *Not Accept*
- *Not Award*

- *Other*
- *Pending*
- *Terminated*

Method Chosen

Enter information into this open text field. You can enter the method that is used to select the subrecipient or spell out payment procedures for the subrecipient. You can define this field any way that you want.

Type

Select a type. Values include:

- *Justification*
- *Other*
- *Restrictions*
- *Statement of Work*
- *Terms & Conditions*

Subrecipient Budget Page

Use the Subrecipient Budget page (GM_PROP_VND_BUD) to enter subrecipient budget information.

Navigation

Click the Supplier Budget button on the Resources page.

Image: Subrecipient Budget page

This example illustrates the fields and controls on the Subrecipient Budget page. You can find definitions for the fields and controls later on this page.

Subrecipient Budget



Subrecipient ID

Supplier Name


Third Party Amount

1,200.000

Budget Items

Personalize | Find |  

First 1 of 1 Last

| | Budget Item | Total Direct Budget | | |
|---|---|---------------------|--------------|--------------|
| 1 | <div>ANIMAL</div>  | <div>4500.00</div> | <div>+</div> | <div>-</div> |

OK

Cancel

Refresh

- Third Party Amount

Enter the amount of a third-party contribution, if any.
- Budget Item

Select the each subrecipient budget item.
- Total Direct Budget

Enter the total direct budget amount for each subrecipient budget item.

Professional Details Page

Use the Professional Details page (GM_PROP_PROF_DT_SP) to enter professional details about the resource.

Navigation

Click the Details button on the Resources page.

Image: Professional Details page

This example illustrates the fields and controls on the Professional Details page. You can find definitions for the fields and controls later on this page.

This page contains links that provide access to the professional data maintenance pages. On most of these pages, you can click Load to insert all existing information for professionals from their profiles. You can then delete specific lines or reorder the list so that the most appropriate entries for this proposal or project are at the top. This enables you to adapt the professional's biosketech for a particular proposal. Click Reload All to insert the existing information on all the pages at once instead of individually.

Organization

Displays the organization name for professionals with ID numbers and professional profiles in the system. The organization information for the individual maps to the Key Personnel section on PHS 398, page BB for individuals marked as key personnel types (*PI*, *Co-PI*, and *Key Personnel*).

Project Role

Enter the professional's position title for the project.

Role Type

Select the role that the professional plays in the project. Values are *Co-PI*, *Key Pers* (key personnel), *Other*, *Authorized Person*, and *PI*.

Note: If you select *Authorized Person*, the employee can access the proposal, but the employee's name does not print on any proposal forms.

| | |
|---|---|
| Credentials | Enter credentials. This field is available only for PI, CoPI, and Key Personnel roles. |
| US Government Employee | Select if the professional is a US Government Employee. If you select this check box, Foreign Organization Employee is unavailable. |
| US Government Agency | Enter the name of the US Government Agency if you selected the US Government Employee check box. |
| Amount Requested | Enter the amount that was requested from the US Government. |
| Foreign Organization Employee | Select if the professional is a foreign organization employee. If you select this check box, the US Government Employee check box and related fields are unavailable. |
| Eligible PI, First Time PI, PI Eligibility Waiver, and New Personnel | Select all check boxes that apply to the professional's role in the project. If the role is <i>PI</i> or <i>CO-PI</i> , and the professional is not listed as an eligible PI in the database, select <i>PI Eligibility Waiver</i> . |
| Address | Click to display the professional's address information from the professional profile. Only one address appears for each professional. |
| Education | Click to associate multiple degrees with the professional. Select Include in proposal for degrees or educational accomplishments that you want included in PHS 398, page AA, section 3b. Only three degrees can be printed in section 3b. |
| Job | Click to associate multiple jobs (appointments) with the professional. You can select the most relevant jobs to include in the proposal. |
| Experience | Click to associate multiple types of experience with the professional. |
| Advisor/Advisee | Click to associate multiple advisees and advisors with the professional. |
| Membership/Association | Click to associate multiple memberships and associations with the professional. |
| Honor/Award | Click to associate multiple honors and awards with the professional. |
| Collaboration | Click to associate multiple collaborators with the professional. |
| Publication | Click to associate multiple publications with the professional. |
| Pending Support | Click to link pending support information with the professional. The proposal status must be in one of the following statuses before you can load data onto the Pending Support page. <ul style="list-style-type: none"> • <i>Institution Approved</i> |

- *Awarded; Pending*
- *Draft*
- *Pending Funding*
- *Pending Approval*

Note: The system loads only proposal information into the Professional Pending Support page from proposals that are in the *Submitted* status.

Ongoing Support and Completed Support

Click to link active and past support information for a professional. For you to add information regarding current support, the proposal status must be in the *Awarded* status.

Note: PeopleSoft Grants enables you to refer to other proposals that you have entered into the system that have a status of *Pending*. You cannot enter other support data if it is not already in the system.

When you load current support information for the PI from the Resource page (GM_PROPOSAL_RES), the award must have the PIs employee ID listed in its Project Workbench table (GM_PROJECT_TEAM_01). Otherwise, when the NIH MOD form asks for all current support, some awards may be missing.

Information appears only by default on the Project Workbench Personnel page if you have run the award generation process.

If you create a *blue bird* award (an award without a proposal to initiate it), personnel information does not appear by default in the project workbench. You must then enter all personnel information manually.

Related Links

[Setting Up and Maintaining Professional Data](#)

Certifications Page

Use the Certifications page (GM_PROP_CERT) to maintain all relevant proposal-specific certifications, and enter multiple certifications for each proposal project.

Navigation

Grants, Proposals, Maintain Proposal, Certification

Image: Certifications page

This example illustrates the fields and controls on the Certifications page. You can find definitions for the fields and controls later on this page.

| *Certification Code | Certification Date | *Indicator | Certified By | Approval Date | Expiration Dt | Assurance Number | Exemption Number |
|---------------------|--------------------|----------------|------------------|---------------|---------------|------------------|------------------|
| AGE | 07/01/2004 | Yes | Unger,Randy | 08/01/2004 | 12/31/2006 | A-8324 | |
| DRUG0 | 01/01/2005 | Yes | Angelini,Gina | 01/15/2005 | 12/31/2005 | A-45321 | |
| SMOKE | 02/01/2005 | Pending Approv | Crawford,William | | 03/31/2006 | A-911B | |

This page provides a central data storage location for all relevant proposal-specific certifications. You can enter multiple certifications for each proposal project. Certification values that appear on this page are based on the PI and the institution that is associated with the PI that you select on the Proposal page. You can add comments in the explanation fields when you select Yes in response to a question.

Note: If you select *Primary Project* at the setup level, you can add, delete, and modify the certification only at the Primary Project level.

Certification Code

Select the certification codes that are associated with the proposal. We deliver these codes as system data:

- *Human Subjects*
Maps to form PHS 398, page AA.
- *Vertebrate Animals*
Maps to form PHS 398, page AA.
- *Smoke-Free Environment*
Maps to form PHS 398, page II.
- *Inventions and Patents*
Maps to form PHS 398, page II.
- *Beginning Investigator*
- *Lobbying Activities*
- *Proprietary/Privileged Info* (proprietary/privileged information)

- *National Environmental Policy*
- *Historical Places*
- *Small Grant Exploratory Research*
- *Group Proposal*
- *International Cooperative Activity*
- *Facilitate Scientists with Disabilities*
- *Research Opportunity Award*
- *Delinquent Federal Debt*
- *Debarment and Suspension*

| | |
|---------------------------|---|
| Certification Date | Select the certification date for each code. |
| Indicator | Select the certification indicator. Values are <i>N/A</i> , <i>No</i> , <i>Pending</i> , and <i>Yes</i> . |
| Certified By | Select the name of the person who authorized the certification. |
| Approval Date | Select the date on which the certification was approved. |
| Expiration Date | Select the date on which the certification expires. The generate process brings this date forward to the award. |
| Assurance Number | Enter the assurance number that is associated with the certification. |
| Exemption Number | Enter the exemption number that is associated with the certification. |

Review and Status

| | |
|--|---|
| Full Review and Expedited Review | Select one or both of these check boxes to indicate that the certification has been reviewed. These check boxes apply only to the values of <i>Animal Care</i> and <i>Human Subjects</i> . You can, however, select them for other types of certifications. |
| Changed Since Prev Submission (changed since previous submission) | Select to indicate whether any changes have been made since the previous submission. This field applies to inventions and patents (INVPT) only. |
| Previously Reported | Select to indicate that the certification has been previously reported. This field applies to INVPT (inventions and patents) certification code only. |
| Add Comments | Click to add comments. |

Reports Page

Use the Reports page (GM_PROP_J_REPT) to set up PeopleSoft Grants report types for a proposal project.

Navigation

Grants, Proposals, Maintain Proposal, Reports

Image: Reports page

This example illustrates the fields and controls on the Reports page. You can find definitions for the fields and controls later on this page.

Type and Comments

Select a report type, and then add any comments about the report. You can add rows to enter additional report types. Values include *Abstract*, *Major Goals*, and *Progress Report Summary*.

Comments that are associated with the *Abstract* and *Major Goals* report types appear in the description box on the PHS 398 proposal form.

Attachments Page

Use the Attachments page (GM_PROP_DOC1) to create attachments for the proposal project.

Navigation

Grants, Proposals, Maintain Proposal, Attachments

This page helps you keep track of documents that the researchers prepare, such as statements of objectives and methods, budgets, and personnel information. You can attach multiple documents to the proposal.



Click the Add Attachment button to attach a document to the proposal.

Note: The system does not track changes to external documents. Freezing a proposal does not freeze external documents that are associated with the proposal.

Browse

Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button.

Upload

Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button.



Click the Delete Attachment button to delete a document. This button appears only after you attach a document to the page.



Click the View Attachment button to view the attachment. This button appears only after you attach a document to the page.

Proposal - Attributes Page

Use the Proposal - Attributes page (GM_PROP_ATTRIB) to enter proposal attributes.

Navigation

Grants, Proposals, Maintain Proposal

Select the Attributes link

Image: Attributes page

This example illustrates the fields and controls on the Attributes page. You can find definitions for the fields and controls later on this page.

Select an attribute type, and then enter a value (either numeric or character), as well as any comments.

Add Attribute

Click to access the Attribute Type page and enter additional attribute codes. The system stores attributes in the Attribute Type control page. Attributes can be anything that you want to track in a proposal.

See [Attribute Types Page](#).

Attribute Value

Enter an attribute value to represent the selected attribute. You can enter an attribute value up to 80 characters in length.

Proposal - Location Page

Use the Proposal - Location page (GM_PROP_J_LOCATION) to select a location for a subrecipient.

Navigation

Grants, Proposals, Maintain Proposal

Select the Location link.

Image: Proposal - Location page

This example illustrates the fields and controls on the Proposal - Location page. You can find definitions for the fields and controls later on this page.

Proposal

Projects

Budgets

Resources

Certifications

Rports

Attachments

Location

Proposal ID

CON0000000000028

Version ID

V101

Description

Initial Draft

Proposal Project

Find | View All

First

1 of 1

Last

Project ID

000000000000163

Title

The effects of insulin on laboratory rats

Location

Find | View All

First

1 of 1

Last

'Location

EGV05

Description

EGV05 - Miami, FL

☐ Foreign

☐ Primary

*Congressional District

Country

USA

United States

Address 1

4908 Creekwood Dr

Address 2

Address 3

City

Miami

County

Postal

State

FL

Florida

Phone

Ext

Fax

Go To

Location

Protocols

Component

Setup Level

Keywords

Gender & Minority Study

Trainee

Attributes

This page stores address information for each project within a research proposal as well as information concerning where the research for a project is conducted. This information maps to page BB on the PHS 398 form as performance sites.

Location

Select a code to display the information from the location control table. When you select a site, the system populates the address information fields. You can also add new locations and enter information in the specific address and phone fields.

Foreign

Select to indicate that this location is outside the country of the institution.

Primary

Select to indicate that this location is the primary location. Each proposal can have only one primary location. The primary

location exists on the primary project. The system sets the first location on the primary project as the primary location.

Congressional District

Enter the congressional district for the primary project location.

Proposal - Protocols Page

Use the Protocols page (GM_PROP_PRJ_PCL) to select a protocol to associate with the project.

Navigation

Grants, Proposals, Maintain Proposal

Select the Protocols link.

Image: Proposal - Protocols page

This example illustrates the fields and controls on the Proposal - Protocols page. You can find definitions for the fields and controls later on this page.

Proposal ID: CON0000000000028 Version ID: V101
Description: Initial Draft

Proposal Project Find | View All First 1 of 1 Last

Project ID: 00000000000163 Title: The effects of insulin on laboratory rats

Associated Protocols Personalize | Find | 1 of 1 First 1 of 1 Last

| Protocol ID | Short Description | Go To Protocol |
|-------------|-------------------|----------------|
| 1 1001 | Insulin in rats | 1001 |

Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [Attributes](#)

Select a protocol from the Protocol ID field to associate a protocol with a proposal. The protocol must have at least one protocol version approved for you to attach the protocol header to the proposal. Click the Go To Protocol link to view the Protocol header.

Proposal - Component page

Use the Proposal - Component page (GM_PROP_COMPONENT) to enter component information.

Navigation

Grants, Proposals, Maintain Proposal, Component

Image: Proposal - Component page

This example illustrates the fields and controls on the Proposal - Component page. You can find definitions for the fields and controls later on this page.

ProposalProjectsBudgetsResourcesCertificationsReportsAttachmentsComponent

Proposal IDCON0000000000028Version IDV101

DescriptionInitial Draft

Proposal ProjectFindView AllFirst1 of 1Last

Project ID000000000000163TitleThe effects of insulin on laboratory rats

Submit

Component DetailPersonalizeFind1 of 1Last

Component InfoApproval Info


| *Component | *Status | *Status Date | Required Flag | Stakeholders |
|------------|---------|--------------|--------------------------|--------------|
| RESEARCH | Draft | 02/22/2013 | <input type="checkbox"/> | Stakeholders |

Go To

LocationProtocolsComponentSetup LevelKeywordsGender & Minority StudyTraineeAttributes

Each proposal can have multiple components. The Workflow component approval setup determines the Component Detail rows. You can program the Proposal component to add to or delete from the proposal project automatically or manually, depending on the criteria that you set up in Proposal Component Approval rules. You establish these rules in the Common Workflow Approval/Notification Setup page. The component is added to the project if the criteria is entered or deleted, or if the proposal, project, or budget is updated, and criteria is no longer true. You cannot delete any Proposal component that was added programmatically. You can add or delete a Proposal component manually for an additional approval process.

Note: If you select *Primary Project* at the setup level, you can add, delete, and modify the component only at the Primary Project level.

| | |
|---|--|
| Component | Select the name of the component. This is a user-defined value. See Proposal Component Page . |
|  | Click the Add Component button to add new components. |
| Status | Select a status for each proposal component. If Proposal workflow is active, this field is display-only. The workflow process drives the component status. Values are <i>Approved</i> , <i>Assigned</i> , <i>Draft</i> , <i>Finished</i> , <i>In Progress</i> , <i>Not Approved</i> , and <i>Send Back</i> . |
| Required Flag | Select to indicate whether the component is required. All components that are added by the program are set to <i>Required</i> . All required components must be approved before the proposal is approved. |

Stakeholders

Click to select a stakeholder who is an employee of the institution.

Approval Info**Approval Hierarchy**

Click to view roles in the approval process. All information in this page is display-only. Values that are displayed on this page are from the Common Workflow Approval/Notification Setup page.

Approval Status/History

Click to view the current approval process and its history.

Submit

This button is active if the component status is *Send back* and the current user has the role of Approver Initiator or Grants Super User, or if the component is added after the approval workflow has started. You can click the Submit button to submit the current component, or click the Submit button on the project level, which will submit all the components within the project for approval.

Related Links

[PeopleSoft Grants Reports and Forms: A to Z](#)

Component Stakeholder Page

Use the Component Stakeholder page (GM_PROP_COMP_STK) to enter the names and roles of stakeholders.

Navigation

Click the Stakeholders link on the Component page.

Image: Component Stakeholder page

This example illustrates the fields and controls on the Component Stakeholder page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Component Stakeholder' page. At the top, it says 'Component RESEARCH'. Below that is a section titled 'Stakeholders' with a search bar and a 'Find' button. To the right of the search bar are links for 'Personalize', 'Find', and a calendar icon. Further right are navigation controls: 'First', '1 of 1', and 'Last'. Below this is a table with the following columns: 'Stakeholder', 'Workflow Eligible', 'Role', 'Department', and 'Description'. The table contains one row with the following data: '1', 'Sanchez, Riccardo' (with a magnifying glass icon), a checkbox, an empty text box, '11000', and 'Information Services'. At the bottom of the table are two buttons: a plus sign and a minus sign. Below the table are three buttons: 'OK', 'Cancel', and 'Refresh'.

| | Stakeholder | Workflow Eligible | Role | Department | Description |
|---|-------------------|--------------------------|------|------------|----------------------|
| 1 | Sanchez, Riccardo | <input type="checkbox"/> | | 11000 | Information Services |

Enter multiple stakeholders for each Proposal component. The stakeholder bears responsibility for reviewing each component.

Stakeholders

| | |
|-----------------------------------|---|
| Stakeholder | Select the name of the stakeholder. |
| Workflow Eligible | Select this option if the stakeholder is eligible to receive workflow items. |
| Role | Enter a role—such as <i>PI</i> , <i>Co-PI</i> , <i>Department Chair</i> , or <i>Technician</i> — for each stakeholder. |
| Department and Description | Information in these fields appears by default from the department contact table, which stores the relationship between professionals and their associated departments. |

Note: Components are user-defined, so you can track items that have not been delivered as part of system data. The data that we provide in this documentation represents examples only. You can also use components to implement configured workflow processes.

Component Approval Hierarchy Page

Use the Component Approval Hierarchy page (GM_PROP_COMP_APP) to view the approval hierarchy.

All information that is displayed on the page comes from the BU Workflow Approval/Notification Setup page. It shows the approval rules that were set up for the current component.

Navigation

Click the Approval Hierarchy link on the Component page, Approval Info tab.

Image: Component Approval Hierarchy page

This example illustrates the fields and controls on the Component Approval Hierarchy page. You can find definitions for the fields and controls later on this page.

Component Approval Hierarchy

Component RESEARCH

Workflow Approval Actions

☐ Notify When Status Changes ☐ Self Approval

Approval Initiator Role

Approval System Administrator

Routing Roles

Personalize | Find | 1 of 1 | First | Last

| Role | Required | Perform Action | Workflow Action | Sequence | Pool List | Reassign |
|------|--------------------------|----------------|-----------------|----------|--------------------------|--------------------------|
| | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |

OK Cancel Refresh

View the roles that are related to the approval process. Information on this page is display-only and cannot be modified. Information on this page is viewed from the common workflow Approval/Notification Setup page.

See [Approval/Notification Process Page](#).

Component Approval History Page

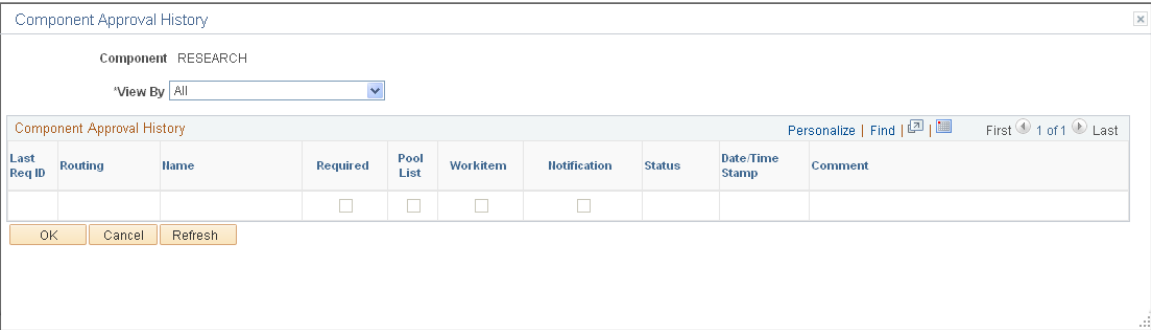
Use the Component Approval History page (GM_PROP_APP_HISTY) to view the component approval history.

Navigation

Click the Approval Status/History link on the Component page, Approval Info tab.

Image: Component Approval History page

This example illustrates the fields and controls on the Component Approval History page. You can find definitions for the fields and controls later on this page.



View By Select display options for the Component Approval History grid. Values include *All*, *Notification Only*, and *Workitem only*.

Component Approval History

- Last Req ID (last requested identification)

Displays a system-generated value field. It shows the sequence in which the system generated the workitem or notification.
- Routing

Displays the role of the approver or reviewer. Values may include *Originator*, *Administrator*, and *Stakeholder*.
- Name

Displays the name of the person who performs the action.
- Required

Selected if the person is a required approver or reviewer.
- Pool List

Selected if you require only one person from this role to perform an action. The system drops the workitem from other persons in the role when one person performs an action.
- Workitem

Selected if the approver receives a worklist.
- Notification

Selected if the approver receives an email notification.
- Status

Displays the user's action status. Values include *Submitted*, *Notified*, *Approve*, *Reassigned*, and *Send Back*. The column is empty if the user has not taken action.

Date/Time Stamp

Displays the time and date of the action.

Comment

Displays comments that were entered by the approver.

Setup Level Page

Use the Setup Level page (GM_PROP_LVL_SETUP) to establish the setting levels as Primary Project or All Projects for certifications, department credits, professional credits, resources, subrecipients, and components.

All values are supplied by the Award setup and BU Definition pages. You can overwrite the value in the Proposal level.

Navigation

Grants, Proposals, Maintain Proposal, Setup Level

Image: Setup Level page

This example illustrates the fields and controls on the Setup Level page. You can find definitions for the fields and controls later on this page.

Use this page to set up the certification, resource, department credit, subrecipient, professional credit, and component levels. The business unit setup value is supplied by default. If you set the value at the All Projects level, then all components are submitted for approval. If you set the value at the Primary Project level, then only the components within the primary project are submitted for the approval process. When you generate the award, these values come forward based on the setup values of all projects or the primary project.

Note: If you select *Primary Project*, you can add, delete, and modify objects only at the Primary Project level. If you select *All Projects*, you can add, delete, and modify objects for all the projects with the proposal.

Key Words Page

Use the KeyWords page (GM_PROP_KEYWORD) to link key words to a proposal and its projects.

Navigation

Grants, Proposals, Maintain Proposal, KeyWords

Image: Key Words page

This example illustrates the fields and controls on the Key Words page. You can find definitions for the fields and controls later on this page.

Proposal ID CON000000000028 Version ID V101

Description Initial Draft

Key Word Detail Personalize Find First 1-3 of 3 Last

| | Keyword | Description | | |
|---|----------|-------------|---|---|
| 1 | DIABETES | Diabetes | + | - |
| 2 | DISEASE | Disease | + | - |
| 3 | INSULIN | Insulin | + | - |

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

You define key words in a control record that is populated during implementation. You can use these entries to track proposals by subject category (such as *cell biology*, *electrical engineering*, and *cancer*) and to link multiple science codes to a project (as required by Transaction Set 194).

Key Word

Click the Look up button to select a value from the list of available key words. The PI that you select on the Proposal page determines the values that are included on this page.

Proposal Component Approval/Submit Page

Use the Proposal Component Approval/Submit page (GM_COMP_APPROVAL) to submit and approve a proposal workitem.

Grants super users can use this page to monitor, approve, review, and submit all workitems.

Navigation

Grants, Proposals, Proposal Component Approval

Image: Proposal Component Approval/Submit page

This example illustrates the fields and controls on the Proposal Component Approval/Submit page. You can find definitions for the fields and controls later on this page.

Proposal Component Approval/Submit

Proposal ID CON0000000000088 Business Unit EGV05
 Version ID V101 Proposal Status Pending Approval
 Title Component Approval Workflow

Proposal Project Find | View All First 1 of 1 Last
 Project 000000000000205 Title Test Approval Workflow

Component Find First 1-2 of 2 Last
 Component ADMINISTRATIVE Status In Progress

Approvals Personalize | Find | First 1 of 1 Last

| Role | Task Assigned To | Required | Submit | Approve | Send Back | Review | Reassign | Assign To | Comment |
|------------------------|--------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------|-------------------------|
| Principal Investigator | Kenneth Schumacher | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Comment |

Component BUDGET Status In Progress

Approvals Personalize | Find | First 1 of 1 Last

| Role | Task Assigned To | Required | Submit | Approve | Send Back | Review | Reassign | Assign To | Comment |
|------------------------|--------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------|-------------------------|
| Principal Investigator | Kenneth Schumacher | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Comment |

You can use the page to review, submit, and approve a proposal that is assigned to you. You access this page by clicking a worklist or by using the navigation. Grants Super-Users can use this page to review, submit, and approve all proposals.

The options that are available on this page are based on your authority or role. For example, if you are assigned to perform an approval action, you see the Approve and Send Back options as available. All other options are not available. You can also use this page to resubmit a component for approval. After you select an option, the system looks at the approval setup role and determines the next step. For example, if you are the last required approver within the current component, the component status is updated to *Approve*, and if all components are approved, the proposal is updated to *Institution Approved*.

Establishing Noncompeting Continuations

This section provides an overview of noncompeting continuations and discusses how to:

- Create a continuation.
- Document a gender and minority study for a continuation project.
- Summarize information about student trainees participating in a continuation project.

Pages Used to Establish Noncompeting Continuations

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|---------------------------|------------------------|---|--|
| Create Continuation | GM_CONT_ID_CREATE | Grants, Awards, Create Continuation | Create a continuation. |
| Gender and Minority Study | GM_CONT_PRJ_ETHNIC | Grants, Proposals, Maintain Proposal, Gender and Minority Study | Document information regarding the gender and ethnic status of persons who are used in human research. |
| Trainee | GM_CONT_PRJ_TRAIN | Grants, Proposals, Maintain Proposal, Trainee | Summarize information about student trainees who are participating in a continuation project. |

Understanding Noncompeting Continuations

Continuations are miniproposals that you submit to a sponsor at the end of the first year of funding and are built the same way as proposals. They are based on awards rather than on previous proposals, so they draw information from records that already exist in PeopleSoft Grants. Continuations report information about the previous year's research and, if you request changes from the original proposal, forecast expectations for the upcoming year of funding.

You use the Gender and Minority Study and Trainee pages in the Proposal component only in continuation proposals that are associated with Department of Health and Human Services (DHHS) grants.

Note: If the project is not a continuation, fields on the Gender and Minority Study and Trainee pages are display-only.

When you create a continuation, the system retrieves key information from the original award, such as PI, PI name, short title, sponsor, long description, certifications, and all project data.

The rest of the information remains in the award file to eliminate duplicate data in the award and proposal records. You must add continuation-specific information.

To create a continuation:

1. Access the Create Continuations page by choosing the award ID that you want to continue.
2. Complete a To Continuation Proposal ID field and a To Continuation Version ID field.
3. Click Create.

The system creates a new proposal ID with a proposal type of *Non-Competing Continuation* and accesses the Proposal page.

4. Select *Unobligated Balances* as the comment type on the Additional Information page (GM_PROP_ADD_INFO) to describe unobligated balances for Continuation Form 2590.

5. Navigate through the proposal pages to complete any additional proposal requirements (professionals, budgets, and subrecipients).

Note: When you create a continuation, the system copies the *HUMAN* (human subjects), *INVPT* (inventions and patents), and *ANIMA* (vertebrate animals) continuation codes from the award to the continuation proposal.

Also, the system enables the following fields on the Certification page: Changed Since Prev Submission and Previously Reported.

If the certification code is *HUMAN* or *ANIM* and the certification changed since the last submission, select the Changed Since Prev Submission check box. If the certification code is *INVPT* and the certification was previously reported, select the Previously Reported check box.

Create Continuation Page

Use the Create Continuation page (GM_CONT_ID_CREATE) to create a continuation.

Navigation

Grants, Awards, Create Continuation

Image: Create Continuation page

This example illustrates the fields and controls on the Create Continuation page. You can find definitions for the fields and controls later on this page.

Create Continuation

Business Unit EGV05

Award ID PI-PRP005

Proposal ID PI-PRP005

To Continuation Proposal ID

Version ID V101

To Continuation Version ID

Budget Period 1

Create

- Proposal ID

Displays the proposal ID that is associated with the selected award.
- To Continuation Proposal ID

Enter the continuation proposal ID. Enter *NEXT* to have the system increment the proposal ID.
- To Continuation Version ID

Enter the continuation proposal ID.
- Budget Period

Displays the budget period.
- Create

Click Create to create the continuation proposal.

Gender and Minority Study Page

Use the Gender and Minority Study page (GM_CONT_PRJ_ETHNIC) to document information regarding the gender and ethnic status of persons who are used in human research.

Navigation

Grants, Proposals, Maintain Proposal, Gender and Minority Study

Image: Gender and Minority Study page

This example illustrates the fields and controls on the Gender and Minority Study page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Gender and Minority Study' page. At the top, there's a navigation bar with tabs: Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, and Gender and Minority Study. Below the navigation bar, there are fields for Proposal ID (PC000000000000007), Version ID (V101), and Description (Protein's struct II). The main content area is divided into sections: Proposal Project, Ethnic Info, and Detail. The Proposal Project section shows Project ID (PC000000000000007) and Title (Protein's struct II). The Ethnic Info section shows Sequence No (1) and a Study Title field. The Detail section shows Ethnic Type (Hispanic - More Than One Race), Gender (Male), No. Of Subjects (19), and a New Data checkbox. There are also navigation controls like Find, View All, First, Last, and a Totals button.

Ethnic Type and Gender

Select a value to represent the subject's ethnicity and gender. This data comes from a translate table and maps to continuation proposal forms.

No. Of Subjects (number of subjects) Enter the number of people who are involved in the study who match the ethnic type and gender on the grid line. This information maps to continuation proposal forms.

New Data Select if this is new data. All existing gender and minority information becomes old data when you create the Non-Competing Continuation proposal. If you modify this proposal and add a new gender, then that information becomes new data. The Forms Print process uses the presence of new data to determine whether to print this gender information on the Target/Planned Enrollment table or the Inclusion Enrollment report.

Totals After you enter information regarding gender and ethnicity, the system enables this button. Click to display a page that lists totals by ethnic type, race, and gender.

Trainee Page

Use the Trainee page (GM_CONT_PRJ_TRAIN) to summarize information about student trainees who are participating in a continuation project.

Navigation

Grants, Proposals, Maintain Proposal, Trainee

Image: Trainee page

This example illustrates the fields and controls on the Trainee page. You can find definitions for the fields and controls later on this page.

Enter the student name, degree earned, and current position for each trainee participating in the project. You can enter multiple lines for multiple trainees.

Distribution of Trainees

Click to access an inquiry page that lists totals by ethnic type, race, and gender.

Ethnic Type and Gender

Select a value to represent the student's ethnicity and gender. This data comes from a translate table and maps to the continuation proposal forms.

Establishing Proposal Budgets

This section provides an overview of proposal budgeting and discusses how to:

- Enter detailed budget information.
- Distribute overall cost-sharing commitments within the institution.
- View F&A cost calculations.
- Distribute cost sharing commitments by budget line detail.
- Enter budget details for personnel.

- Enter budget details for animal care.
- Enter budget details for other budget items.

Pages Used to Establish Proposal Budgets

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|--|
| Enter Budget Detail | GM_BUD_LINE_SUM | Grants, Proposals, Enter Budget Detail, Enter Budget Detail | Store detailed budget information by budget item. The page divides the total funding responsibilities of the sponsor and total cost sharing between the institution and any third parties. It also displays a breakdown of direct and F&A (indirect) budget amounts. |
| Overall Cost Sharing | GM_BUD_CS_PD | Click the Overall Cost Share link on the Enter Budget Detail page. | Distribute cost sharing commitments by institutional third parties. |
| F&A Calculation (facilities and administration calculation) | GM_BUD_FA_PD | Click the View FA Rate link on the Enter Budget Detail page. | View the calculated budgeted and waived and cost shared amounts for the entire budget period. |
| Cost Share | GM_BUD_CS_SUM | Click the Cost Share link on the Line Data tab on the Enter Budget Detail page. | Distribute cost sharing commitments by budget summary line. |
| Personnel Detail | GM_BUD_PERS_DTL | Click the Details button on the Line Data tab on the Enter Budget Detail page for the Personnel category. | Enter additional budget information concerning personnel (salary and fringe calculations). |
| Animal Care | GM_BUD_ANML_DTL | Click the Details button on the Line Data tab on the Enter Budget Detail page for the Animal category. | Enter additional budget information concerning animal care (cages and daily rates). |
| Budget Detail | GM_BUD_LINE_DTL | Click the Details button on the Line Data tab on the Enter Budget Detail page for a category other than Personnel or Animal. | Enter additional budget information concerning other information (equipment, travel, and so on). |
| Budget Line Justification | GM_BUD_JUSTIF | Click the Justification link on the Enter Budget Detail page. | Enter justification details. |

Understanding Proposal Budgeting

This section discusses:

- F&A cost calculations.

- Overall cost sharing.
- Summary cost sharing.
- Budget line details.

F&A Cost Calculations

Here is some general information about F&A cost calculations:

- The system calculates the F&A costs for the current budget period.
To get F&A costs for each period in the entire budget, you must calculate them separately.
- The rate type, waived calculation method, and base types for the institution and sponsor appearing on this page come from the F&A Set Up page.
- If you define the sponsor F&A rate as *Same as Institution* in the sponsor F&A definition, the system makes the effective date and F&A rate percentage blank.

Also, the system deselects the Same As Institution check box on the F&A Calculation page.

- The system calculates the F&A costs for the institution and sponsor based on the effective dates of rates that are entered for each of their respective profiles.
- If the proposal requires a specific F&A rate that differs from the sponsor and institution, you can enter rates and their effective dates in the fields that are provided.
- The system sums all costs for budget items that belong to the base type that you select.

Overall Cost Sharing

Here is some general information about overall cost sharing:

- You can enter cost sharing data concerning individual lines on the lines that are on the Enter Budget Detail page.
- You can enter cost sharing information for either the institution or a third party by budget summary line, or for the overall budget for the entire period.
- After you apply cost sharing to either the summary (overall budget) line or the detail (individual budget) line, you can apply it only at that level.

Summary Cost Sharing

Here is some general information about summary cost sharing:

- You can enter percentages or fixed dollar amounts to determine cost shares.
- For cost sharing by the institution, you must enter a department for distribution purposes.
- For cost sharing by third parties, enter the appropriate information in the lower portion of the Summary Cost Sharing page.

The system does not transfer third-party cost sharing amounts into the award setup budget.

- If you do not do cost sharing by summary line, you can enter cost share amounts for the sponsor, institution, and other applicable third parties on the Overall Cost Sharing page.

Budget Line Details

Here is some general information about entering budget line details:

- You can enter multiple personnel budget lines for a single person or for multiple people.
- You can calculate the compensation cost for individuals with multiple appointments.
- When you select an employee who was previously entered as a professional on the Proposal Professional page, the Project Role and Role fields appear.

Other personnel information comes from multiple tables within the professional profile and includes name, job code, employee class, fringe rate type, annual salary, and fringe rate.

- The system supplies annualized salary from the individual's job record.
- The system calculates the budgeted salary based on the annualized salary and the number of months that the professional is involved with the research, along with the effort percentage for that time period and any merit increases.

A merit increase takes effect only if the merit increase date is between the start and end dates of the personnel detail line. To enter a fixed salary amount and bypass the salary calculation, use the Fixed Salary Amount field.

- The system populates the Fringe Rate field only if you have entered a fringe rate type for the individual in his or her professional profile.

The system uses the current institution's fringe rate based on the employee's fringe rate type that is entered in his or her profile. The system calculates the budgeted salary and fringe benefits based on the parameters that you set.

- You can enter an annual fringe amount, a fringe rate, or a fixed fringe amount.

If you enter an annual amount, the system calculates the budgeted amount based on the time period. If you enter a rate, the fringe amount is based on the calculated salary amount. If you enter a rate and an annual amount, the system calculates both and adds them together. You can also bypass all fringe calculations by entering a fixed fringe amount.

- The system tracks total budgeted amounts for all salaries and fringe amounts that you enter.

Note: Fringe, C/S, and F&A round to whole amounts.

Enter Budget Detail Page

Use the Enter Budget Detail page (GM_BUD_LINE_SUM) to store detailed budget information by budget item.

The page divides the total funding responsibilities of the sponsor and total cost sharing between the institution and any third parties. It also displays a breakdown of direct and F&A (indirect) budget amounts.

Navigation

Grants, Proposals, Enter Budget Detail, Enter Budget Detail

Image: Enter Budget Detail page

This example illustrates the fields and controls on the Enter Budget Detail page. You can find definitions for the fields and controls later on this page.

Enter Budget Detail

Proposal: CON0000000000028 Currency: USD
 Version: V101 Start Date: 10/01/2004 End Date: 09/30/2009
 Title: The effects of insulin on laboratory rats ☐ Modular?

Project ID: 000000000000163 Budget Period: 1 End Date: 09/30/2005
 Budget ID: CA IMPLEMENT Start Date: 10/01/2004

[Overall Cost Share](#) [View FA Rate](#)

[Details, CostShare, Justification](#) [Personalize](#) | [Find](#) | [Print](#) First 1 of 1 Last

[Line Data](#) | [More Line Data](#)

| Line # | Budget Item | Description | Details | Total Direct | Sponsor Direct | Cost Share | Mandatory Cost share | Institution Cost Share | Third Party Cost Share | |
|------------------------|-------------|-------------|---------|--------------|----------------------------|------------|--------------------------|------------------------|------------------------|-------------------------------------|
| 10 | EQUIP | Equipment | | 500.00 | 500.00 | Cost Share | <input type="checkbox"/> | | | + - |
| Sponsor Direct | | | | 500.00 | Sponsor F&A | | 0.00 | Total Sponsor Budget | | 500.00 |
| Institution Cost Share | | | | 0.00 | Institution Cost Share F&A | | 0.00 | Total Inst C/S Budget | | 0.00 |
| Third Party Cost Share | | | | 0.00 | | | | Total TP C/S Budget | | 0.00 |
| Total Direct | | | | 500.00 | Total F&A | | 0.00 | Total Budget | | 500.00 |

[Return To Maintain Proposal](#)

Note: If you create a proposal that lists specifically funded amounts for the overall budget and do not enter budget details for each period, the system sets the contract totals and award funding totals to zero when you run the award generation process. The system uses the budget detail amounts that you enter to create the resulting contract and funding amounts on the award pages. Therefore, if you do not enter budget details before you run the award generation process, you will have to enter the information manually in both PeopleSoft Grants and PeopleSoft Contracts.

Note: The system-calculated total amounts round to the nearest whole dollar.

To enter proposal budget line details:

1. Enter detail lines by budget period.

Multiple lines can exist for a single budget category. During line entry, the system displays totals, including the target budget amount and a breakdown of the current budget amount.

2. For each line, enter a description.
3. In the budget items for nonpersonnel budget lines, enter the amounts to calculate total direct costs and sponsor direct costs.

The system automatically calculates institution cost share and third-party cost share amounts.

4. Select the More Line Data tab.
5. Select the Map Detail check box to pass the supporting detail lines to the award budget.

If you do not select the Map Detail check box, budget data is mapped directly from the summary line level, not the detail line level.

Creating an NIH Modular Grant Budget

If you selected the NIH Modular Grant check box on the Proposal - General Info page, you must create a budget that is specific to an NIH modular grant. This process is the same as the process for establishing a regular proposal budget, except for a few variations:

- The system automatically selects the Modular check box to indicate that it is an NIH modular proposal.
- The Category field shows how the various categories roll up on the form.

These categories serve as headings on the NIH Modular Budget Justification form.

- The Map Detail check box appears by default based on the category, and indicates which lines should map to the form.
- The system maps any text that you enter on the Justification page to the Budget Justification form under the corresponding category type heading.
- When you save, the system issues a warning if the sponsor direct amount is not a multiple of 25,000 USD or if the amount exceeds 250,000 USD.

This is an informational warning. You can still save the data that you entered.

Related Links

[Establishing Institution Controls](#)

Overall Cost Sharing Page

Use the Overall Cost Sharing page (GM_BUD_CS_PD) to distribute cost sharing commitments by institutional third parties.

Navigation

Click the Overall Cost Share link on the Enter Budget Detail page.

Image: Overall Cost Sharing page

This example illustrates the fields and controls on the Overall Cost Sharing page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Overall Cost Sharing' window. At the top, it displays 'Budget Period 1', 'Start Date 10/01/2004', and 'End Date 09/30/2005'. Below this is the 'Overall Cost Sharing' section with fields for 'Total Direct' (500.00), 'Sponsor Direct' (500.00), 'Cost Share Percent' (0.00), and 'Cost Share Direct' (0.00). The 'Cost Sharing Distribution' section follows, containing two tables. The first table, 'Institution', has columns for 'Department', 'C/S Pct', and 'C/S Direct', with a search icon next to the department field. The second table, 'Third Party', has columns for 'Description', 'C/S Pct', and 'C/S Direct'. Both tables have 'Find | View All' and 'First 1 of 1 Last' controls. At the bottom, 'Distribution Totals' are shown as 0.00, with 'OK' and 'Cancel' buttons.

Enter overall cost sharing information for the sponsor, as well as cost sharing information for departments and third parties. You can do cost sharing at the period level or the line level. The system restricts you from entering cost sharing at the line level if you entered cost sharing at the period level.

F and A Calculation Page

Use the F&A Calculation (facilities and administration calculation) page (GM_BUD_FA_PD) to view the calculated budgeted and waived and cost shared amounts for the entire budget period.

Navigation

Click the View FA Rate link on the Enter Budget Detail page.

Image: F and A Calculation

This example illustrates the fields and controls on the F and A Calculation. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'F&A Calculation' window. At the top, it displays 'Proposal Project 000000000000163'. Below this are fields for 'Budget Period' (1), 'Start Date' (10/01/2004), and 'End Date' (09/30/2005). The window is divided into several sections:

- Details:** Includes a table for 'Rate Type' and 'Waived FA Meth' (Institution Minus Funded). It has a 'Find | View All' link and pagination (First, 1 of 1, Last).
- Institution Defaults:** A table with columns 'FA Base', 'Base Amount', and 'FA Amount'. The values for 'Base Amount' and 'FA Amount' are 0.00.
- Sponsor Defaults:** A table with columns 'FA Base', 'Base Amount', and 'FA Amount'. The values for 'Base Amount' and 'FA Amount' are 0.00.
- Budget:** A table with columns 'FA Base', 'Base Amount', 'FA Amount', and 'Waived FA'. The values for 'Base Amount', 'FA Amount', and 'Waived FA' are 0.00.
- Budget Rates:** A table with columns 'Rate_effdt' and 'FA Rate %'. It has a 'Find | View All' link and pagination (First, 1 of 1, Last).
- Budget Totals:** A table with columns for 'Sponsor FA Base', 'Institution Cost Share FA Base', 'Sponsor FA', 'Institution Cost Share FA', and 'Waived FA'. All values are 0.00.

At the bottom of the window are 'OK' and 'Cancel' buttons.

This page displays the calculated budget, as well as waived and cost-shared amounts for the entire budget period.

Cost Share Page

Use the Cost Share page (GM_BUD_CS_SUM) to distribute cost sharing commitments by budget summary line.

Navigation

Click the Cost Share link on the Line Data tab on the Enter Budget Detail page.

Image: Cost Share page

This example illustrates the fields and controls on the Cost Share page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Cost Share' window with the following details:

- Budget Period:** 1
- Start Date:** 10/01/2004
- End Date:** 09/30/2005
- Budget Line Number:** 10
- Budget Item:** EQUIP
- Equipment:**

Cost Sharing Section:

- Total Direct:** 500.00
- Cost Share Percent:** 0.00
- Sponsor Direct:** 500.00
- Cost Share Direct:** 0.00

Cost Sharing Distribution Section:

Institution Table:

| Find | View All | First | 1 of 1 | Last |
|------------|----------|------------|--------|------|
| Department | C/S Pct | C/S Direct | | |

Third Party Table:

| Find | View All | First | 1 of 1 | Last |
|-------------|----------|------------|--------|------|
| Description | C/S Pct | C/S Direct | | |

Distribution Totals: 0.00

Buttons: OK, Cancel

Enter cost sharing information for the sponsor, as well as cost sharing information for departments and third parties for the particular budget line that is associated with the overall budget. The system restricts you from entering cost sharing at the period level if you entered cost sharing at the line level.

Personnel Detail Page

Use the Personnel Detail page (GM_BUD_PERS_DTL) to enter additional budget information concerning personnel (salary and fringe calculations).

Navigation

Click the Details button on the Line Data tab on the Enter Budget Detail page for the Personnel category.

Image: Personnel Detail page

This example illustrates the fields and controls on the Personnel Detail page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Personnel Detail' window. At the top, it displays 'Budget Period 1', 'Start Date 10/01/2004', and 'End Date 09/30/2005'. Below this, 'Budget Line Number 20', 'Budget Item PERSON', and 'Personnel - Salary & Benefits' are shown. A 'Details' tab is active, with a search bar and navigation controls. The main form area contains several sections: 'Appointment Type' with checkboxes for 'Calendar', 'Academic', and 'Summer'; 'Start Date' (10/01/2004) and 'End Date' (09/30/2005) with calendar icons; 'Months' (0.00) and 'Effort Pct' (100.00); 'Cost of Living Increase Pct' and 'Merit Increase Pct' with 'Date' fields. Below these are two expandable sections: 'Salary' and 'Fringe'. The 'Salary' section shows 'Annualized Salary', 'Fixed Salary Amt', and 'Budget Salary' (0.00). The 'Fringe' section shows 'Annual Fringe Amt', 'Fringe Rate', 'Fixed Fringe Amt', and 'Budget Fringe' (0.00). At the bottom, a summary table shows 'Total Salary' (0.00), 'Total Fringe' (0.00), and 'Avg Effort Pct' (0.00). 'OK' and 'Cancel' buttons are at the bottom left.

| Personnel Detail | |
|---|------------|
| Budget Period | 1 |
| Start Date | 10/01/2004 |
| End Date | 09/30/2005 |
| Budget Line Number | 20 |
| Budget Item | PERSON |
| Personnel - Salary & Benefits | |
| Details Find View All First 1 of 1 Last | |
| Row No | |
| Name | ID |
| Role | Job Code |
| Empl Class | Rate Type |
| Appointment Type: <input type="checkbox"/> Calendar <input type="checkbox"/> Academic <input type="checkbox"/> Summer | |
| Start Date | End Date |
| 10/01/2004 | 09/30/2005 |
| Months | 0.00 |
| Cost of Living Increase Pct | Effort Pct |
| | 100.00 |
| Merit Increase Pct | Date |
| | |
| Salary | |
| Annualized Salary | |
| Fixed Salary Amt | |
| Budget Salary | 0.00 |
| Fringe | |
| Annual Fringe Amt | |
| Fringe Rate | |
| Fixed Fringe Amt | |
| Budget Fringe | 0.00 |
| Total Salary | 0.00 |
| Total Fringe | 0.00 |
| Avg Effort Pct | 0.00 |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

To enter personnel budget details, enter or select information concerning appointment type, start and end dates, cost of living and merit increase percentages, salary, and fringe rates. Then click OK.

Animal Care Page

Use the Animal Care page (GM_BUD_ANML_DTL) to enter additional budget information concerning animal care (cages and daily rates).

Navigation

Click the Details button on the Line Data tab on the Enter Budget Detail page for the Animal category.

Image: Animal Care page

This example illustrates the fields and controls on the Animal Care page. You can find definitions for the fields and controls later on this page.

Animal Care

Budget Period 1 Start Date 10/01/2004

Budget Line Number 30 End Date 09/30/2005

Budget Item ANIMAL ANIMAL

Animal Detail Find | View All First 1 of 1 Last

Description + -

Number of Animals

Animals per Cage

Number of Cages

Total Days

First Day Charge

Subsequent Day Charge

Total Direct 0.00

Total Direct Budget 0.00

OK Cancel

To enter budget details for animal care:

1. Enter a description, the number of animals, and the number of animals per cage.
2. Enter the days elapsed, the amount charged for the first day of care or boarding, and the amount charged for subsequent days of care or boarding.

When you move the cursor to a new field, the system calculates total animal care costs based on the information that you entered.

3. Click OK.

Budget Detail Page

Use the Budget Detail page (GM_BUD_LINE_DTL) to enter additional budget information concerning other information (equipment, travel, and so on).

Navigation

Click the Details button on the Line Data tab on the Enter Budget Detail page for a category other than Personnel or Animal.

Image: Budget Detail page

This example illustrates the fields and controls on the Budget Detail page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Budget Detail' window. At the top, it displays 'Budget Period 1', 'Start Date 10/01/2004', 'Budget Line Number 10', 'End Date 09/30/2005', and 'Budget Item EQUIP Equipment'. Below this is a table with columns: Description, Total Direct, Start Date, End Date, Quantity, and Unit Cost. The table contains one row for 'Equipment' with a total direct amount of 500.00, start date 10/01/2004, and end date 09/30/2005. Below the table, it shows 'Total Direct Budget 500.00'. At the bottom are 'OK' and 'Cancel' buttons.

| Description | Total Direct | Start Date | End Date | Quantity | Unit Cost |
|-------------|--------------|------------|------------|----------|-----------|
| Equipment | 500.00 | 10/01/2004 | 09/30/2005 | | |

Total Direct Budget 500.00

OK Cancel

To enter details for budget items other than *Animal* or *Personnel*:

1. For each detail line, enter a total direct amount or a quantity and a unit cost.

If you enter a quantity and unit cost, the system multiplies the two amounts to determine the total direct amount.

2. You can also enter a start date and end date for each budgeted amount if the sponsor or the institution requires this information.
3. Click OK.

Submitting Proposals

This section discusses how to:

- Submit a proposal.
- Designate an official for a proposal submission.

Pages Used to Submit Proposals

| Page Name | Definition Name | Navigation | Usage |
|-----------------------|--------------------|--|--|
| Proposal - Submission | GM_PROP_SUBMISN | Grants, Proposals, Submit Proposal, Submission | Set up the proper parameters for submitting a proposal. This is separate from the proposal pages to enable the institution to configure its security options for approving and submitting proposals. |
| Proposal - Official | GM_PROP_SUBMIS_OFF | Grants, Proposals, Submit Proposal, Official | Store information regarding officials for a proposal submission. This is separate from the proposal pages to enable different security to operate for institution officials. |

Proposal - Submission Page

Use the Proposal - Submission page (GM_PROP_SUBMISN) to set up the proper parameters for submitting a proposal.

This is separate from the proposal pages to enable the institution to configure its security options for approving and submitting proposals.

Navigation

Grants, Proposals, Submit Proposal, Submission

Image: Proposal - Submission page

This example illustrates the fields and controls on the Proposal - Submission page. You can find definitions for the fields and controls later on this page.

Submission

Official

Proposal ID

CON000000000024

Title

The effects of insulin on laboratory rats

Version ID

V1

PI Name

Schumacher,Kenneth

Proposal Status

Draft

'Submit Status

Not Submitted

Proposal Valid From

03/01/2004

Proposal Valid To

12/31/2004

Received

Transmission By

Sponsor Proposal ID

Sponsor

National Institute of Health

Location

Submitted On

[Return To Maintain Proposal](#)

Proposal Status

Displays the proposal status.

Submit Status

If you submitted the proposal manually, you can select the proposal's status.

Note: After you mark a proposal version as *Submitted*, you can no longer modify any of the proposal information for that version. To make any modifications to a proposal after it has been submitted, you must create a new version of the proposal.

Proposal Valid From and Proposal Valid To

Displays the dates for which a proposal version is valid.

Transmission By

Select how you will submit the proposal. Values are:

- *By Fax*
- *By Mail*
- *By Mail and Electronically*
- *Courier*
- *Data*
- *Electronic Image*
- *Electronically Only*
- *International Telephone*
- *Telephone*

Submitted On

Displays the current server date and time.

Proposal - Official Page

Use the Proposal - Official page (GM_PROP_SUBMIS_OFF) to store information regarding officials for a proposal submission.

This is separate from the proposal pages to enable different security to operate for institution officials.

Navigation

Grants, Proposals, Submit Proposal, Official

Image: Proposal - Official page

This example illustrates the fields and controls on the Proposal - Official page. You can find definitions for the fields and controls later on this page.

Submit for Approval

Select to indicate that you have submitted the proposal for external approval.

Note: The system does not enforce this check.

Administrative, Financial, and Signing Official

Select the officials who should approve the submission of the proposal. Officials are mapped to the proposal forms based on their official type. These officials come from the Institution Contacts page. Authorized officials can approve and sign the proposal. Their IDs are prompted from a control table that contains authorized officials within your institution. The operator ID must match that of the signing official to activate the submission button.

Approved

Displays a check box for each official. For you to use this feature, the user IDs of the officials must be part of your PeopleSoft security system.

Printing Proposals

This section provides an overview of the forms printing process and discusses how to print a proposal.

Page Used to Print Proposals

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|------------------|------------------------|---|--------------------------------------|
| Print Proposal | GM_PROP_PRINT_REQ | Grants, Proposals, Print Proposal, Print Proposal | Launches the print proposal process. |

Understanding the Forms Printing Process

PeopleSoft Grants delivers standard forms that are used for proposals by the National Science Foundation and the National Institutes of Health along with electronic data interchange (EDI) files of the required data elements.

Here is some general information about printing proposals:

- PeopleSoft Grants provides application mapping onto proposal formats that are accepted by most funding agencies.

These forms simplify the production of multiple copies of proposals and facilitate their timely submission.

- PeopleSoft Grants delivers key values as system data for sponsor forms PHS 398, 2590 (for NIH continuations), and NIHMOD (for NIH modular proposals).

You cannot change this data, because any change would affect other system-delivered processes. These key values represent the form IDs that are supplied when you access the Create a Printed Proposal page. PeopleSoft Grants uses these IDs to map the appropriate data values to the proposal form for printing.

Related Links

[Setting Up the PeopleSoft Grants Forms Printing Solution](#)

Print Proposal Page

Use the Print Proposal page (GM_PROP_PRINT_REQ) to launches the print proposal process.

Navigation

Grants, Proposals, Print Proposal, Print Proposal

Image: Print Proposal page

This example illustrates the fields and controls on the Print Proposal page. You can find definitions for the fields and controls later on this page.

To print a proposal:

1. Enter the business unit, proposal ID, version ID, and form ID for the proposal that you want to print.
2. Enter or select the as of date for the proposal.
3. Click Run to initiate the GMPROP process.
4. Select the server on which you want the job to run.
5. Click OK to start the job on the server.

Note: If the PeopleSoft Process Scheduler is not active on the server, and the appropriate software is installed on the client, then select the *Client* run location. In this case, you must run the GM_EDJ Application Engine first, followed immediately by the ECOUT001 SQR report. In either case, the system generates the required data file, which the system converts into a PDF format that you can view or print using Adobe Acrobat Reader.

Freezing Submitted Proposals by Using Version IDs

You can use PeopleSoft Grants to capture a snapshot of proposals as of their submission. This snapshot is important if a sponsor asks you to make changes and then resubmit the proposal, or if, for any other reason, you must make changes to a proposal after it has been submitted.

PeopleSoft Grants uses version IDs to meet this need. Here is some general information about how version IDs are used for proposal submissions:

- The version ID of a submitted proposal provides the system with a way to freeze the proposal at the time of submission.
- The system does not permit you to change or update a proposal by using a version of the proposal that has already been submitted to a sponsor.

- To change a proposal after it has been submitted, create a new version, and then make the changes.
- The version ID enables you to update information without deleting history.
- Use the proposal pages to view a proposal or proposal project for any particular version that's been submitted.

You can submit the proposal multiple times by using different versions.

Related Links

[Copying Proposal Information](#)

Unlocking Proposal Information

After you submit a proposal, the system locks the proposal so that users cannot make any further changes. This safeguard helps keep information on the pre-award side in sync with information on the post-award side.

PeopleSoft Grants delivers a user option called Unlock Proposal (GM_PR_UNLOCK), which enables you to provide selected users with the capability to change proposal information after the proposal is submitted. You should use this option with caution and for a limited number of select users to make minor changes to submitted proposals.

Note: You do not need to make any changes to the system if you do not want to enable users to change proposal information after the proposal is submitted. PeopleSoft Grants delivers the Unlock Proposal option set to *N* (no).

Unlocking Proposals by Using the User Personalization Option and Permission Lists

To enable users to change proposal information after the proposal is submitted, you must first enable the Unlock Proposal user option.

1. Select PeopleTools, Personalization, Personalization Option, Define Personalizations.
2. Select the Format tab.
3. Click Set Option Default Value for the GM_PR_UNLOCK user option.

The system accesses the Set Option Default Value page.

4. Enter *Y* in the Option Default Value field.
5. Click OK.
6. Click Save.

To change the personalization options for a permission list:

1. Select PeopleTools, Security, Permission & Roles, Permission Lists.

2. Select the permission list.
3. Select the Personalizations tab.
4. Select Option Category Level *FIN* and Option Category Group *Portal Personalization*.
5. Click Edit Options.

The system displays the Personalization Permissions page.

6. Select the Allow User Option check box for the GM_PR_UNLOCK user option.
7. Click OK.
8. Click Save.

Viewing Proposal Audit Logs

This section provides an overview of audit logs and lists the pages that are used to view proposal audit logs.

Pages Used to View Proposal Audit Logs

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------|------------------------|---|--|
| Proposal Audit Log - Header | GM_AU_PROPOSAL | Grants, Proposals, Review Proposal Audit Logs, Header | View changes to proposal header information. |
| Proposal Audit Log - Projects | GM_AU_PROP_PROJ | Grants, Proposals, Review Proposal Audit Logs, Projects | View changes to proposal project information. |
| Proposal Audit Log - Resources | GM_AU_PROJ_RES | Grants, Proposals, Review Proposal Audit Log, Resources | View changes to proposal resource information. |

Understanding Audit Logs

Proposal audit logs provide an audit trail of changes to important data elements in the proposal. Here is some general information about audit logs:

- The audit trail accumulates automatically whenever you add, delete, or change one of the key data elements.
- All audit pages identify the user, the type of change (add, change, or delete), and the date and time of change.
- You can configure the set of data elements that are subject to auditing by changing the underlying audit records and making corresponding changes to the audit pages.

PeopleCode modifications are not required.

Copying Proposal Information

You can copy a proposal ID, a version ID, any number of its child projects, and selected proposal budgets and periods from one proposal to another without reentering data.

Note: Because you cannot add or update information in these pages, enter information in correction mode.

This section discusses how to:

- Copy proposal information.
- Copy proposal version information.
- Copy budget period information.

Pages Used to Copy Proposal Information

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|--|--|
| Copy Proposal | GM_BUD_PPSL_CPY | Grants, Proposals, Copy Proposal | Copy proposal information. |
| Copy Proposal Version | GM_BUD_PPSL_V_CPY | Grants, Proposals, Copy Proposal Version | Copy a proposal version. |
| Copy Budget Period | GM_BUD_PD_CPY | Grants, Proposals, Copy Budget Period | Copy information concerning budget periods from existing proposal budgets. This is useful when you want to freeze a budget before making additional changes to it. |

Copy Proposal Page

Use the Copy Proposal page (GM_BUD_PPSL_CPY) to copy proposal information.

Navigation

Grants, Proposals, Copy Proposal

Image: Copy Proposal page

This example illustrates the fields and controls on the Copy Proposal page. You can find definitions for the fields and controls later on this page.

Copy Proposal

From Proposal: CON000000000024 To Proposal: NEXT

From Version ID: V1 To Version: NEXT

From Start Date: 10/01/2004 To Start Date: 10/01/2004

From End Date: 09/30/2009 To End Date: 09/30/2009

| Budget Period | From Start Date | From End Date | To Start Date | To End Date |
|---------------|-----------------|---------------|---------------|-------------|
| 1 | 10/01/2004 | 09/30/2005 | 10/01/2004 | 09/30/2005 |
| 2 | 10/01/2005 | 09/30/2006 | 10/01/2005 | 09/30/2006 |
| 3 | 10/01/2006 | 09/30/2007 | 10/01/2006 | 09/30/2007 |
| 4 | 10/01/2007 | 09/30/2008 | 10/01/2007 | 09/30/2008 |
| 5 | 10/01/2008 | 09/30/2009 | 10/01/2008 | 09/30/2009 |

Project

From Project ID: 000000000000159 The effects of insulin on laboratory rats To Project ID: NEXT

☒ Primary Project

| Budget | From Budget ID | To Budget ID |
|-------------------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | ONE | ONE |

Copy

To copy proposals:

1. In the search dialog box, select the business unit and the proposal ID from which you want to copy information. If you copy a template proposal, the resulting proposal is not a template.
2. Enter *NEXT* in the To Proposal field to create a new proposal.
3. In the To Version field, enter or select the version ID to which you want to copy proposal data.
4. Use the From Project ID and From Budget check boxes to select the projects and budget IDs that you want to copy to the new proposal. Note that the default setting is for all the projects and activities to be copied.

You can have as many rows for projects and budget IDs as you require for the proposal.

5. Use the To Project ID and To Budget fields to select the projects and budget IDs that you want to copy to the new proposal, or accept the system defaults.
6. Select the Primary Project check box to indicate which project should be the primary project in the copied proposal.
7. Click Copy.

All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

Note: If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copy Proposal Version Page

Use the Copy Proposal Version page (GM_BUD_PPSL_V_CPY) to copy a proposal version.

Navigation

Grants, Proposals, Copy Proposal Version

Image: Copy Proposal Version page

This example illustrates the fields and controls on the Copy Proposal Version page. You can find definitions for the fields and controls later on this page.

Copy Proposal Version

From Proposal: CON000000000024 Proposal ID: CON000000000024

From Version ID: V1 To Version: NEXT

From Start Date: 10/01/2004 To Start Date: 10/01/2004

From End Date: 09/30/2009 To End Date: 09/30/2009

☐ Work Flow By Pass

| Budget Period | | | | |
|---------------|-----------------|---------------|---------------|-------------|
| Budget Period | From Start Date | From End Date | To Start Date | To End Date |
| 1 | 10/01/2004 | 09/30/2005 | 10/01/2004 | 09/30/2005 |
| 2 | 10/01/2005 | 09/30/2006 | 10/01/2005 | 09/30/2006 |
| 3 | 10/01/2006 | 09/30/2007 | 10/01/2006 | 09/30/2007 |
| 4 | 10/01/2007 | 09/30/2008 | 10/01/2007 | 09/30/2008 |
| 5 | 10/01/2008 | 09/30/2009 | 10/01/2008 | 09/30/2009 |

Project

☒ From Project ID: 00000000000159 The effects of insulin on laboratory rats To Project ID: 00000000000159

☒ Primary Project

| Budget | | |
|-------------------------------------|----------------|--------------|
| Copy | From Budget ID | To Budget ID |
| <input checked="" type="checkbox"/> | ONE | ONE |

Copy

To copy proposal versions:

1. In the search dialog box, select the business unit, proposal ID, and version ID from which you want to copy information.

2. In the To Version field, enter the version ID to which you want to copy proposal data. The system supplies *NEXT* by default, which you can change if you did not select Strictly enforce Proposal Versioning at the Award Setup Definition level.
3. Use the From Project ID check box to select the projects that you want to copy to the new proposal.
4. Use the To Budget ID check box to select the budget IDs that you want to copy to the new proposal, or accept the system defaults.
5. Select the Primary Project check box to indicate which project should be the primary project in the copied proposal.
6. Click Copy.

All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

If the user is assigned the Workflow By Pass security role, the Workflow By Passcheck box appears. You can edit this check box when at least one proposal version has been through workflow and is approved. Workflow must be enabled for this to happen.

Note: The projects that are attached to the source proposal copy to the new proposal version.

Note: If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copy Budget Period Page

Use the Copy Budget Period page (GM_BUD_PD_CPY) to copy information concerning budget periods from existing proposal budgets.

This is useful when you want to freeze a budget before making additional changes to it.

Navigation

Grants, Proposals, Copy Budget Period

Image: Copy Budget Period page

This example illustrates the fields and controls on the Copy Budget Period page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Copy Budget Period' page with two main sections: 'From' and 'To'. The 'From' section contains the following fields: Business Unit (EGV05), Proposal ID (CON0000000000024), Version ID (V1), Proposal Project (000000000000159), Budget ID (ONE), and Budget Period (1). The 'To' section contains the following fields: Business Unit (EGV05), Proposal ID (CON0000000000024), Version ID (V1), Proposal Project (000000000000159), Budget ID (ONE), To Budget Period (2), and Escalation (2.95). A 'Copy' button is located at the bottom right of the 'To' section.

To copy a proposal budget period:

1. In the search dialog box, enter the business unit, proposal ID, version ID, proposal project, and budget ID from which you want to copy proposal budget periods.

All target keys (or To fields) appear by default from the budget period that you are copying, including the To Budget ID field. The budget period should be one number greater than the number in the From Budget Period field (this restriction is due to the application of cost of living). However, you can change all the To fields except the To Budget Period field.

2. (Optional) Specify an escalation percentage.

The system inflates all budget amounts by the specified percent when they are copied to the new budget period.

3. Click Copy.

When you set up the budget period, the Copy Budget Period function copies all of the tables that are under the Budget Period key structure, such as budget summary, budget line detail, and cost sharing.

Note: The copy process automatically adjusts the start and end dates in the underlying budget detail in accordance with the from and to budget period dates. Make sure that no information is in the child records of the target budget period, or you will receive a data conflict error message.

Related Links

[Establishing Proposal Budgets](#)

Inquiring About Proposal Budgets

This section provides an overview of budget inquiry and lists the pages used to inquire about proposal budgets.

Pages Used to Inquire About Proposal Budgets

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|--|---|
| Review Pre-Award Budget - Proposal | GM_BUD_INQ_PROP | Grants, Proposals, Review Pre-Award Budget, Proposal | View comprehensive data about a pre-award budget based on the version ID. |
| Review Pre-Award Budget - Projects | GM_BUD_INQ_PROJ | Grants, Proposals, Review Pre-Award Budget, Projects | View a breakdown of the overall proposal by project. |
| Review Pre-Award Budget - Cost Sharing | GM_BUD_INQ_CS | Grants, Proposals, Review Pre-Award Budget, Cost Sharing | View sponsor direct costs. |

Understanding Budget Inquiry

You can view information concerning pre-award proposal budgets by using the inquiry pages that PeopleSoft Grants delivers with the system. The pre-award budget inquiry pages store information about the pre-award proposal budget. The inquiry function within the proposal budget pages enables you to view budgets in three ways:

- As a summary of all budgets that are marked as *include in proposal* within a proposal project.
- As totals for each budget within a proposal project.
- At a detailed level for each budget within a proposal project.

Inquiry pages are for viewing purposes only. You must make modifications to budgets from the Budget - General Info page or the Enter Budget Detail page. The budget and cost calculations for sponsor, F&A, institution, and third party appear at the bottom of each page.

Establishing Awards and Projects

Establishing Awards and Projects

These topics discuss how to:

- Negotiate awards.
- Generate awards.
- Establish award profiles.
- Establish milestone notifications and processing.
- Establish award contracts.
- Establish project profiles.
- Establish project activities.
- Establish project budgets.
- Process facilities and administration costs.
- Review grants information.
- Close out awards.

Negotiating Awards

Negotiations are linked to a business unit, proposal ID, version, and award ID (if known). Typically, you complete the Negotiate Award page when your institution anticipates that the proposal will result in an award, but some aspects of the award have not yet been agreed upon.

Note: Negotiation details do not affect the original proposal. If you need to change the proposal itself, you must create a new version of the proposal and make the appropriate changes.

This section discusses how to negotiate awards.

Page Used to Negotiate Awards

| Page Name | Definition Name | Navigation | Usage |
|------------------|------------------------|---------------------------------|--|
| Negotiate Award | GM_AWD_NEGOTIATE | Grants, Awards, Negotiate Award | Track changes in the institution's negotiations with the sponsoring agency for an award. |

Negotiate Award Page

Use the Negotiate Award page (GM_AWD_NEGOTIATE) to track changes in the institution's negotiations with the sponsoring agency for an award.

Navigation

Grants, Awards, Negotiate Award

Image: Negotiate Award page

This example illustrates the fields and controls on the Negotiate Award page. You can find definitions for the fields and controls later on this page.

Negotiate Award

Proposal ID: CON0000000000024 Business Unit: EGV05

Version ID: V1

Award ID: Sponsor: National Institute of Health

Type and Status Find | View All First 1 of 1 Last

Sequence: 1 Event Date: 02/22/2013

Negotiation Type: Costing Issues Negotiate Status: Negotiating

Comments:

Details Find | View All First 1 of 1 Last

Name: Lilia Perez Title: Manager

Telephone: 925-555-4515 Fax:

Email ID:

This page has no processing implications or controls associated with it. It simply enables you to enter and track data for informational purposes.

Type and Status

Sequence and Event Date

These fields enable you to make multiple entries each day and to track the history of all prior negotiation events.

Negotiation Type

Select a negotiation type. Values are *Approvals*, *Confidentiality*, *Copyright*, *Costing Issues*, *Governing Law*, *Indemnification*,

Intellectual Property, Liability, Other, Patents, Publications, and Warranty.

Negotiate Status

Select a corresponding status for each negotiation type. Values are *Approved*, *Declined*, *Negotiating*, and *Pending Negotiation*.

Details

For each negotiation type, enter a name, title, telephone number, fax number, and email address.

Generating Awards

This section provides an overview of the Award Generation process and discusses how to generate an award.

Page Used to Generate an Award

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|------------------|------------------------|-----------------------------------|--|
| Generate Award | GM_AWD_SETUP | Grants, Proposals, Generate Award | Generate awards by creating information in the award pages from the proposal pages in PeopleSoft Grants. |

Understanding the Award Generation Process

This section discusses:

- Generating awards.
- Processing pre-award spending and post-award budgeting.
- Finalizing awards.
- Setting up PeopleSoft Commitment Control.

Generating Awards

After you submit a proposal and the sponsor approves it for funding, you usually negotiate award details with the sponsor. You also prepare the PeopleSoft Grants system for processing funds and dealing with billings, letters of credit, F&A costs, cost-sharing rate calculations, modifications, and general award administration. PeopleSoft Grants developed many of its post-award features to leverage existing tables, records, and pages in PeopleSoft Project Costing and PeopleSoft Contracts.

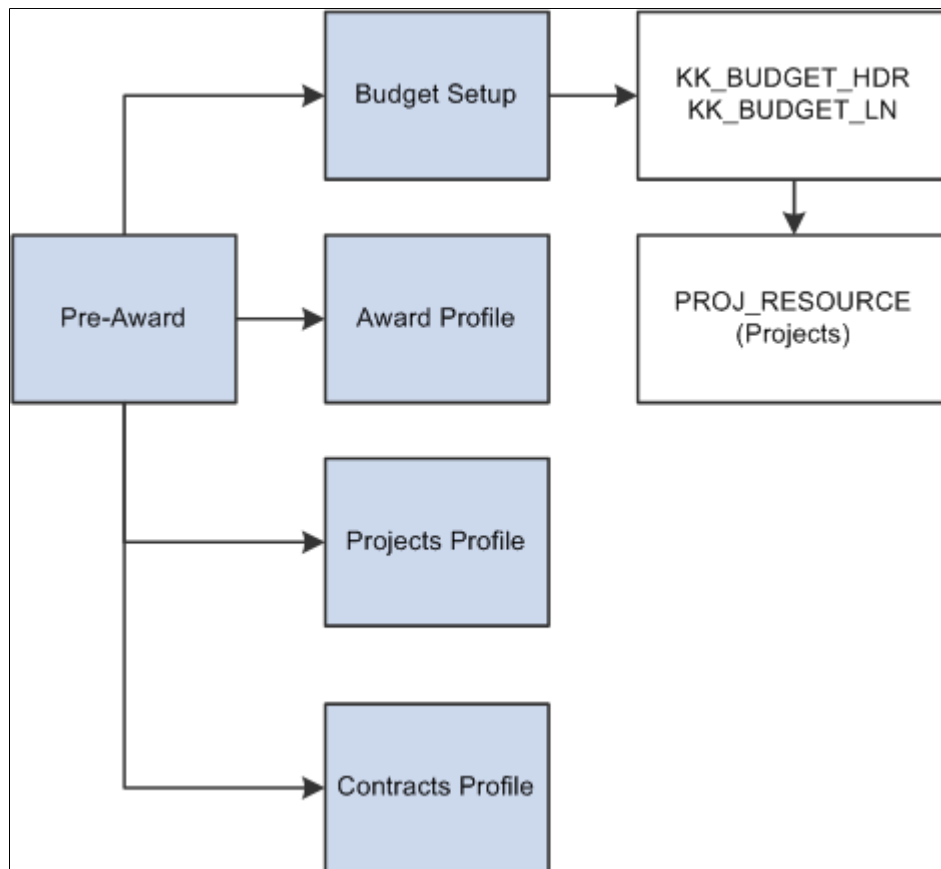
To set up an award, you must send information to the award profile. The Award Generation process brings specified information from the proposal into award tables in PeopleSoft Grants. This process also maps proposal-related fields in PeopleSoft Grants to fields in PeopleSoft Contracts and PeopleSoft Project Costing.

You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning indicating that you must select a budget ID.

Note: A budget ID cannot become a project or grant, nor can individual budget periods become projects or grants.

Image: Data movement in PeopleSoft Grants

This diagram illustrates the flow of pre-award data to the budget setup, award profile, projects profile, and contracts profile components when the Award Generation process is run:



Through the Award Generation process, PeopleSoft Grants writes the required award information to PeopleSoft Contracts. This process creates a contract, adds a contract line to the contract, associates PeopleSoft Grants projects and activities with the contract line, and creates billing and revenue recognition plans. Due to this integration with PeopleSoft Contracts, you can generate bills and recognize revenue for all transactions that are associated with your sponsored awards.

Processing Pre-Award Spending and Post-Award Budgeting

Occasionally, you need to enable spending before a proposal has been formally awarded. You can initiate pre-award spending from the PeopleSoft Grants Generate Award page.

If you do initiate pre-award spending, here is how the system processes records:

- When you run the Award Generation process with the Pre-award Spending check box selected, PeopleSoft Grants creates projects and activities from proposal projects (it does not create budget rows). Also, the system does *not* write data to the Project Budget Plan (PC_BUD_PLAN) and Project

Budget Detail (PC_BUD_DETAIL) tables. For pre-award spending, the system does not create the contracts and contract lines.

- If PeopleSoft Commitment Control is enabled for projects and the primary general ledger business unit, the system creates a row for each project in the Commitment Control table (KK_CF_VALUE) with the control option of *Track without Budget*.

In this situation, a range of projects must not exist for the default ledger group that encompasses the project ID.

- After the proposal is awarded, you can change the pre-award budget as you want and run the award generation finalization process. The system makes the Pre-award Spending check box unavailable for selection, indicating that pre-award spending has been run.
- Projects and activities created during pre-award spending are not replaced during the award generation finalization process.

The projects and budget IDs that PeopleSoft Grants creates for the pre-award spending run are automatically selected for the finalization run. The system populates the PeopleSoft Grants budgets and ChartField records to reflect modified budgets.

- The ChartField control rules change to enforce overall project grant control in PeopleSoft Commitment Control.

The system deselects the Allow Overdraft check box. To populate the total project/grant amount, access the Project/Grants ChartField Control Rules page .

Note: You can add proposal projects through the pages in the Project component under the Grants Awards menu structure after you run the award generation finalization process.

Finalizing Awards

You can run the award generation finalization process without running pre-award spending. You cannot, however, run the award generation finalization process a second time. The only exception to this is when you do the first run with the Pre-Award Spending check box selected.

If you run the Award Generation process a second time (after first running it with Pre-Award Spending selected), the system deselects the Pre-award Spending check box. and populates the Project Budget and Budget Detail tables.

If the pre-award spending process created a project commitment control entry, the system updates the control option to *Tracking with Budgets* when the award generation finalization process is run. The system creates the award-level records on the finalization (non-pre-award spending) run only. Additionally, if you have added new projects since the pre-award spending was done, these too are brought forward.

Setting Up PeopleSoft Commitment Control

The Award Generation process affects the Key ChartFields grid on the Control ChartField page (KK_BUDG4) of the budget definition. This applies to both pre-award spending and the finalization process. If PeopleSoft Project Costing and the PeopleSoft General Ledger business unit have PeopleSoft Commitment Control enabled, the Award Generation process automatically creates entries.

See "Setting Up Control Budget Definitions (*PeopleSoft FSCM 9.2: Commitment Control*)".

Related Links

[Integration Process Flows for PeopleSoft Grants](#)

Generate Award Page

Use the Generate Award page (GM_AWD_SETUP) to generate awards by creating information in the award pages from the proposal pages in PeopleSoft Grants.

Navigation

Grants, Proposals, Generate Award

Image: Generate Award page

This example illustrates the fields and controls on the Generate Award page. You can find definitions for the fields and controls later on this page.

Generate Award

From Proposal PC0000000000007 To Award PC0000000000007

From Version V101 ☐ Pre-award Spending ☐ Add to Grants Portal Security?

Project Find | View All First 1 of 2 Last

☒ Primary Project

☒ From Project PC0000000000007 Protein's struct II Project PC0000000000007

Budget Personalize | Find | 1 of 1 First 1 of 1 Last

| | From Budget | Activity | Description |
|-------------------------------------|----------------|----------------|----------------|
| <input checked="" type="checkbox"/> | CONSULTATION I | CONSULTATION I | CONSULTATION I |

Generate

Note: You cannot run the Award Generation process for a proposal until that proposal has a status of *Submitted* on the Proposal Submission page.

See [Submitting Proposals](#).

The parameters on this page initiate the award administration process by copying information from the proposal pages to the award pages. Employee IDs that are entered for proposal professionals in the pre-award pages are not brought forward in the Award Generation process.

Pre-award Spending

Select to create an award that has pre-award spending. If you are generating an award that was already created for pre-award spending, this field is unavailable.

To Award

Enter an award name the first time that you run the Award Generation process. The system creates certain key fields on the first run even though the award records do not yet exist. This field is display-only the second time that you access the page, preventing you from changing the award name.

Primary Project

Select if the currently displayed project is the primary project for a proposal. You must also select the From Project check box for the Award Generation process to run.

| | |
|---------------------------------------|---|
| From Project | Select to specify which proposal projects or project budgets should map to the award. |
| Included in Pre-award Spending | The system displays this field only if pre-award spending has been run. It selects this check box automatically if the proposal project was included in the award when the Award Generation process was run with the Pre-award Spending check box selected. |
| Generate | <p>Click to run the Award Generation process. This process creates information in the award pages from the proposal pages. At least one proposal project must be within the proposal that you are moving; if not, the system displays an error message.</p> <p>You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning indicating you must select a budget ID.</p> |

Note: During the generate award process, if the Include in Award Header check box is selected on the Proposal - Resources page, then these resources are passed to the Award page. When the generate award process finishes, the resources appear in the Reporting Role link of the Award page.

Pre-Award Spending

To initiate pre-award spending:

1. Run the Award Generation process with the Pre-award Spending check box selected to bring over the project and budget-level information to PeopleSoft Project Costing.
2. When the proposal officially becomes an award, run the process again to finalize the proposal as an award.

Note: The Award Generation process brings forward the cost-sharing amounts that exist within the proposal. No computations occur for cost sharing when you run the process. However, the system differentiates between costs that are billed directly to the sponsor and costs that are cost shared.

Establishing Award Profiles

This section provides overviews of award profiles and milestones and discusses how to:

- Set up award profiles.
- Set up award funding.
- Add resources.
- Set up award certifications.
- Set up award terms and conditions.
- Set up award milestones.

- Set up award key words.
- View award funding.
- Set up sponsor contacts.
- Set up protocols.
- Set up award attributes.
- Set up department credits.
- Use the award notepad.
- Use the award modifications.
- Add award modifications for a selected period.

Understanding Award Profiles

The information that you create and maintain in the award profile establishes an award, which is a completed agreement between an institution and a sponsor within the post-award system. Note that an award is synonymous with a contract, and that you must establish the contract itself prior to creating an award profile. An award is associated with one business unit, one billing sponsor, and one award sponsor. Each award must have at least one project and at least one activity. When you run the Award Generation process the system provides the bulk of the award setup so that the setup process is transparent to you. If you are not creating the award from a proposal (blue bird award), you must initiate all the necessary manual steps, including the creation of the contract, contract lines, projects, and activities.

Understanding Milestones

Here is some general information about using milestones in PeopleSoft Grants:

- Milestones track key completion phases for sponsored projects and are ultimately used in award closeout processing.
- Milestones can include deliverables, deadlines, sponsor-special reports, final financial reporting, other reporting requirements, or award closeout.
- The Milestone page is an institution-defined control table that stores milestones that you establish as appropriate for your tracking needs.

Milestones can be systematically added during the Award Generation process.

- You can track milestones by status, such as Completed, In Progress, Pending, Under Review, or any other status that you define on the Milestone Status page.
- Each award has one or more designated individuals (DIs) with the authority and knowledge to identify award milestones, deliverables, and deadlines.

The DI determines the processing schedules and routing lists for milestones, notifications, and workflow. Although typically the DI is an employee of the sponsored program office, a principal investigator (PI) or other authorized professional can fill this role. You define your own DI structure.

- You can use milestones to enter information about the notification functionality.

- Notification of milestones includes deliverables that are due to and from the institution.
- Milestone tracking does not initiate other processes such as billing.

It generates reminders to users to initiate the necessary processes. Milestones can be added to the award by individuals manually or by the Award Generation process if Include in Award is selected on the Milestone setup page.

Understanding Supplemental Award Data

The Award Profile component includes a supplemental data page that enables you to track supplemental award data—such as ARRA and FFATA information—using an unlimited number of user defined fields. This feature enables you to extend the information that is stored for an object without requiring modifications to the object's base table and without requiring additional changes PeopleCode or PeopleTools.

You use the supplemental data framework in PeopleSoft Enterprise Common Components - Active Analytic Framework (AAF) to define the base record and fields you want to display on the Award - Supplemental page.

To define the base record and fields you want to display on the Award - Supplemental page:

1. (Optional) Access the Register Record page (Enterprise Components, Supplemental Data, Register Record) and define the supplemental record that saves the search criteria for the base record. For example, define the base record 'GM_AWARD' to use to record supplemental data.

Note: PeopleSoft delivers system data for this step.

2. (Optional) Access the Register Component page (Enterprise Components, Supplemental Data, Register Component) and enable the component and the pages for the Award - Supplemental page.

Note: PeopleSoft delivers system data for this step.

3. Access the Define Record page (Enterprise Components, Supplemental Data, Define Record) and define the fields you would like to track as supplemental data.
4. Access the Define Display Group page (Enterprise Components, Supplemental Data, Define Display Group) and associate records and fields to appear on the Award - Supplemental page. You can also define the order in which the fields appear on the Award - Supplemental page.
5. Access the Assign Display Group page (Enterprise Components, Supplemental Data, Assign Display Group) and assign one or more display groups to the Award - Supplemental page.

For specific information on the Enterprise Component - Supplemental Data pages, see "Understanding Supplemental Data (*PeopleSoft 9.2: Maintenance Management*)" and "Establishing Supplemental Data (*PeopleSoft 9.2: Maintenance Management*)"

Note: There is also a Project - Supplemental data page that enables you to track supplemental project data. The setup for this page is the same as the Award - Supplemental page and requires you do so in the Enterprise Component - Supplemental Data pages.

For more information on the Project - Supplemental Data page, see [Establishing Project Profiles](#)

Pages Used to Establish Award Profiles

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|---|--|
| Award - Award | GM_AWARD | Grants, Awards, Award Profile. | Set up award profiles. |
| Description | GM_AWARD_LONG_TITLE | Click the Description link on the Award - Award page. | Enter a longer description. |
| Co-PI (Co principal investigator) | GM_AWARD_COPI | Click the Co-PI link on the Award - Award page. | Select Co-PIs. |
| Additional Information | GM_AWD_ADD_INFO | Click the Additional Information link on the Award - Award page. | Enter additional information about the award. |
| Additional Information | GM_ADDITIONAL_INFO | Click the Add Additional Information button on the Additional Information page. | Create user-defined additional information types. |
| Allocation Percentage | GM_AWD_ALLOC_PCT | Click the Additional Details button on the Additional Information page. | Enter minority-owned percentages. |
| Concurrent Submissions | GM_AWD_CON_SUB | Click the Additional Details button on the Additional Information page. | Select the business unit, proposal, and version for each proposal that you are submitting concurrently. |
| Conflict of Interest | GM_AWD_COI | Click the Additional Details button on the Additional Information page. | Select check boxes to indicate whether the conflict complies with the institution's policy and whether you completed the review. |
| Cost Sharing | GM_AWD_COST-SHARE | Click the Additional Details button on the Additional Information page. | Select to indicate whether the sponsor requires cost sharing, who approved it, the date of approval, and the source. |
| Flow Through | GM_AWD_FLOWTHRU | Click the Additional Details button on the Additional Information page. | Select the primary sponsor that the proposal will flow through. |
| Intellectual Property | GM_AWD_INTEL_PROP | Click the Additional Details button on the Additional Information page. | Enter information about the use of intellectual property. |
| PI Change (principal investigator change) | GM_AWD_PI_CHANGE | Click the Additional Details button on the Additional Information page. | Indicate the PI that was changed and select the ID of the previous PI. |
| Pre-Award Spending | GM_AWD_PREAWD_SPD | Click the Additional Details button on the Additional Information page. | Indicate that pre-award spending is permitted and enter the guaranteed source of funding. |

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|--|
| Previous Award | GM_AWD_PREV_AWD | Click the Additional Details button on the Additional Information page. | Enter information about the previous award and indicate that a renewal is in progress if it is based on an accomplishment. |
| Related Proposals | GM_AWD_REL_PROP | Click the Additional Details button on the Additional Information page. | Enter information about related proposals. |
| Solicitation | GM_AWD_SOLICITATN | Click the Additional Details button on the Additional Information page. | Enter information about a solicitation. |
| Grant Administrator | GM_AWD_ADMIN_CNTCT | Click the Grant Administrator link on the Award - Award page. | Enter information about the grant administrator. |
| Sponsor Website | GM_AWD_URL | Click the Sponsor Website link on the Award - Award page. | Enter sponsor website information. |
| CFDA (catalog of federal domestic assistance) | GM_AWD_CFDA | Click the CFDA link on the Award - Award page. | Enter multiple CFDA numbers if you enabled this feature. |
| Award - Funding | GM_AWD_FUNDING | Grants, Awards, Award Profile, Funding | Enter funding amounts and periods. |
| Award - Resources | GM_AWD_PRJ_RSRC | Grants, Awards, Award Profile, Resources | Add multiple sponsor contacts for the awarding sponsor. |
| Award Subrecipient Misc (award subrecipient miscellaneous) | GM_AWD_PRJ_VNDR1 | Click the Get Agreement Details button on the Award - Resources page. | Enter subrecipient details. |
| Subrecipient Location | GM_AWD_PRJ_VNDR2 | Click the Get Location Details button on the Award - Resources page. | Enter subrecipient location and address information. |
| Subrecipient Contact | GM_AWD_PRJ_VNDR3 | Click the Get Contact Details button on the Award - Resources page. | Enter subrecipient contact information. |
| Subrecipient Budget | GM_AWD_VND_BUD | Click the Supplier Budget button on the Award - Resources page. | Enter subrecipient budget information. |
| Award - Certifications | GM_AWD_CERT | Grants, Awards, Award Profile, Certifications | Maintain all relevant award-specific certifications. |
| Certification Comments | GM_AWD_CERTS_SEC1 | Click the Comments link on the Award - Certifications page. | Enter comments about certifications. |

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|---|
| Award - Terms | GM_AWD_TERM | Grants, Awards, Award Profile, Terms | Store the terms and conditions that apply to a particular award. |
| Award - Milestone | GM_AWD_MILE | Grants, Awards, Award Profile, Milestone | Set up award milestones. |
| Award - Milestone Contacts | GM_MILE_CONTACT_SBP | Click the Contact ID link in the Award-Milestone page. | Enter the employee ID and transmission type for each person to be contacted about milestones. |
| Award - Milestone Notification History | GM_MILE_HISTORY | Click the Notification link in the Award - Milestone page. | View notification history. |
| Award - Attributes | GM_AWD_ATTRIB | Grants, Awards, Award Profile, Attributes | Set up award attributes. |
| Award - Department Credit | GM_AWD_PROJ_DPCT | Grants, Awards, Award Profile, Department Credits | Enter department credits. |
| Award - Notepad | GM_AWD_DESCR | Grants, Awards, Award Profile, Notepad | Record explanatory information about award research. |
| Award - Key Words | GM_AWD_KEYWORD | Grants, Awards, Award Profile, Key Words | Link key words to the award. |
| Award - Funding Inquiry | GM_AWD_FUND_INQ | Grants, Awards, Award Profile, Funding Inquiry | View award funding information. |
| Award - Supplemental Data | GM_AWD_SD | Grants, Awards, Award Profile, Supplemental Data or click the Supplemental link on the Award component. | Add supplemental data related to awards. |
| Award - Sponsor | GM_AWD_CUST | Grants, Awards, Award Profile, Sponsor. | Add multiple sponsor contacts for the awarding sponsor. |
| Award - Protocols | GM_AWD_PCL | Grants, Awards, Award Profile, Protocols | Add multiple protocols to the award. |
| Award - Award Modification | GM_AWD_MOD_HDR | Grants, Awards, Award Profile, Award Modifications | Review data concerning modified awards. |
| Award Modifications | GM_AWD_MOD | Click the Comments link on the Award - Award Modifications page. | Enter comments about the award modification. |
| Award Modification for Period | GM_AWD_MOD_PD | Click the Period button on the Award Modifications page. | Add award modifications for the selected period. |
| Award Modification for Period | GM_AWD_LINE_COMMENTS | Click the Comments button on the Award Modifications page | Enter comments about the award modification for Period. |

| Page Name | Definition Name | Navigation | Usage |
|----------------------------|------------------------|--|---|
| Review Award Modifications | GM_AWD_MOD_INQ | Grants, Awards, Review Award Modifications | Review data concerning modified awards. |

Award - Award Page

Use the Award - Award page (GM_AWARD) to set up award profiles.

Navigation

Grants, Awards, Award Profile.

Image: Award - Award page

This example illustrates the fields and controls on the Award - Award page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Award - Award' page in PeopleSoft. At the top, there are tabs for 'Award', 'Funding', 'Resources', 'Certifications', 'Terms', 'Milestones', 'Key Words', 'Funding Inquiry', and 'Supplemental Data'. The main form contains the following fields and controls:

- Award ID:** CON000000000028
- Reference Award Number:** [Text input field]
- Title:** The effects of insulin on laboratory rats
- Long Description:** The effects of insulin on laboratory rats with an insatiable appetite for chocolate
- Award PI:** Schumacher,Kenneth (with a magnifying glass icon and a 'Reporting Role' link)
- Sponsor:** National Institute of Health
- Post Award Administrator:** [Text input field with a magnifying glass icon]
- Purpose:** BARE (with a magnifying glass icon)
- Status:** Accepted (dropdown menu)
- Award Type:** Grant (dropdown menu)
- CFDA:** [Text input field with a magnifying glass icon]
- Proposal ID:** CON000000000028 (with a magnifying glass icon)
- Version ID:** V101 (with a magnifying glass icon)
- Start Date:** 10/01/2004 (calendar icon)
- End Date:** 09/30/2009 (calendar icon)

Below the form, there are links: 'View Contract', 'View Proposal', 'Additional Information', 'Grant Administrator', and 'Sponsor Website'. A section titled 'Primary Project PI: Schumacher,Kenneth' contains a table of associated projects:

| PC Business Unit | Project | Description |
|------------------|-----------------|--------------------------------|
| EGV05 | 000000000000163 | The effects of insulin on labo |

At the bottom, there are links: 'Go To: Sponsor', 'Protocols', 'Attributes', 'Department Credit', 'Notepad', 'Award Modifications', and 'Supplemental Data'.

Award information comes from the proposal header.

Reference Award Number

Enter the sponsor award number. This value appears on some of your PeopleSoft Grants invoice formats when you process your billing information.

Description

Click to access the Description page and enter an expanded title for the award.

Award PI (award principal investigator)

Select the PI that you want associated with the award. This field is populated by the Generate Award process from the proposal, but it can be changed.

| | |
|--|--|
| | <p>This field label is displayed if the proposal does not allow multiple PI's. If the proposal does allow multiple PI's, then the field label is Contact PI.</p> |
| Contact PI (contact principal investigator) | <p>Select the contact PI's that you want associated with the award. This field is populated by the Generate Award process from the proposal, but it can be changed.</p> <p>This field label is displayed if the proposal allows multiple PI's. If the proposal does not allow multiple PI's, then the field label is Award PI.</p> |
| Reporting Role | <p>Click to access the Reporting Role page. This page contains information about the personnel with the Include in Award Header check box selected on the Proposal - Resources page.</p> |
| Post Award Administrator | <p>Select a post-award administrator for this award.</p> |
| CFDA (catalog of federal domestic assistance) | <p>Enter the CFDA number that is related to the award. A prompt table is available that can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page, this field is a link to the CFDA page, where you can enter multiple CFDA numbers.</p> |
| Project | <p>Click to access the Project component. This component contains information related to the selected project.</p> |
| View Contract | <p>Click to access the Contract - General page in PeopleSoft Contracts.</p> |
| View Proposal | <p>Click to access the General Info page in the proposal.</p> |
| Additional Information | <p>Click to access the Additional Information page, where you can add additional comments about the award. Select the type of comment that you want to enter, and then enter comments and other information on an additional page that are specific to the type of comment that you selected. Click the Add Info button to create user-defined additional information types.</p> |
| Grant Administrator | <p>Click to access the Grant Administrator page and enter an administrative contact for the award. This page stores information concerning the institution, department, and institutional administrative contact for the award.</p> |
| Sponsor Website | <p>Click to access the Sponsor Website page and enter a link to the sponsor's website and other related websites.</p> |
| Award Modifications | <p>Click to access the Award Modifications page and enter information about funding by award period. Add a line for each awarded period in the grid. If you modify a period, you can record the details in the Comments text box at the end of the line.</p> |

For example, if you receive supplementary funding for a period, enter the new amount for the appropriate period line and add a comment to indicate that a given supplementary funding amount was received on a given date.

Note: If you modify the award on the Award Modifications page, you must also make the same changes to the contract that is associated with the award in PeopleSoft Contracts.

Award - Funding Page

Image: Award - Funding page

This example illustrates the fields and controls on the Award - Funding page. You can find definitions for the fields and controls later on this page.

Award ID CON0000000000028 **Award Title** The effects of insulin on laboratory rats
Reference Award Number **Currency** USD
Award PI Schumacher,Kenneth **Primary Project PI** Schumacher,Kenneth

Total Award Amount 652,650.00

Funding Info Find | View All First 1 of 1 Last

Project 000000000000163 The effects of insulin on labo **Project PI** Schumacher,Kenneth

Detail Personalize | Find | 1-5 of 5 Last

| Period | | *Start Date | *End Date | Funded Amount | To Project ID | Budget Posting Status | PC Distribution Status | |
|--------|--|-------------|------------|---------------|-----------------|-----------------------|------------------------|--|
| 1 | | 10/01/2004 | 09/30/2005 | 100,500.00 | 000000000000163 | Posted | Distributed | |
| 2 | | 10/01/2005 | 09/30/2006 | 100,950.00 | 000000000000163 | Posted | Distributed | |
| 3 | | 10/01/2006 | 09/30/2007 | 100,450.00 | 000000000000163 | | Not Distributed | |
| 4 | | 10/01/2007 | 09/30/2008 | 100,750.00 | 000000000000163 | | Not Distributed | |
| 5 | | 10/01/2008 | 09/30/2009 | 250,000.00 | 000000000000163 | | Not Distributed | |

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

The funded amount is the sum amount for that project and budget period in the PC_BUD_DETAIL page. This amount is view-only. The funded amount is the sponsor portion only and does not include the cost share amount. If you enter a new period in the grid on the Resources page, then the project ID is automatically created for the project.

Click the Budget Detail icon to access the Budget Detail page. The Budget Detail page contains budget information for the selected period.

Note: An award can have multiple projects with multiple budget periods. The Award PI and Primary Project PI fields are hidden in multiple PI scenarios.

For more information on the Budget Detail page, see [Establishing Proposals](#).

Award - Resources Page

Image: Award - Resources page

This example illustrates the fields and controls on the Award - Resources page. You can find definitions for the fields and controls later on this page.

Proposal resources and subrecipient data flow from the pre-award to the post-award, through the generate process.



PO ID (purchase order ID)

Click to access the purchase order detail page where you can enter the purchase order for the selected subrecipient.

See [Resources Page](#).

Award - Certifications Page

Image: Award - Certifications page

This example illustrates the fields and controls on the Award - Certifications page. You can find definitions for the fields and controls later on this page.

| Certification Code | Certification Date | Indicator | Certified By | Approval Date | Expiration Dt |
|--------------------|--------------------|------------------|------------------|---------------|---------------|
| AGE | 07/01/2004 | Yes | Unger,Randy | 08/01/2004 | 12/31/2006 |
| DRUG0 | 01/01/2005 | Yes | Angelini,Gina | 01/15/2005 | 12/31/2005 |
| SMOKE | 02/01/2005 | Pending Approval | Crawford,William | 06/10/2005 | 03/31/2006 |

Certifications appear by default from the proposal. To enter additional certifications, add a new row; then enter or select the appropriate certification code, certification date, indicator, person who certified

the award, and approval date. Optionally, you can enter assurance and exemption numbers. Select the appropriate check boxes to indicate whether a full or an expedited review occurred.

Note: The generate process brings the expiration date forward from the proposal.

Award - Terms Page

Image: Award - Terms page

This example illustrates the fields and controls on the Award - Terms page. You can find definitions for the fields and controls later on this page.

This page is not prepopulated and no processing is associated with it. Terms and conditions might include, for example, the requirement that purchased equipment be American-made whenever possible, or that only union workers be employed for the project that is funded by the award. You can track distinct terms and conditions for each award project.

Terms & Conditions

Select a term or condition from a list of previously defined terms for the awarding sponsor.

Explanation

Enter additional information that is related to the terms and conditions of the award.



Click the Add Guideline ID button to enter additional terms and conditions.

See [Sponsor Guidelines Page](#).

Award - Milestone Page

Image: Award - Milestone page

This example illustrates the fields and controls on the Award - Milestone page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Award - Milestone' page with the following fields and controls:

- Navigation Tabs:** Award, Funding, Resources, Certifications, Terms, **Milestones**, Key Words, Funding Inquiry, Supplemental Data.
- Award ID:** CON000000000028
- Award Title:** The effects of insulin on laboratory rats
- Reference Award Number:** [Text Field]
- Award PI:** Schumacher,Kenneth
- Primary Project PI:** Schumacher,Kenneth
- Detail Section:**
 - Milestone Type:** [Text Field with Search Icon]
 - Milestone Code:** [Text Field with Search Icon]
 - Milestone Status:** [Text Field with Search Icon]
 - Due Date:** [Text Field with Calendar Icon]
 - Days Prior To Notify:** [Text Field]
 - Priority:** Medium (Dropdown Menu)
 - Notification Due Date:** [Text Field]
 - Completion Date:** [Text Field]
 - Completed By:** [Text Field]
 - Contact ID:** [Text Field]
 - Notification:** [Text Field]
 - Comments:** [Text Area]
- Buttons:** Notify, Find, View All, First, 1 of 1, Last.
- Footer:** Go To: Sponsor, Protocols, Attributes, Department Credit, Notepad, Award Modifications, Supplemental Data.

Milestone Type and Milestone Code Select a milestone type. Milestone types are labels for grouping milestones. Each milestone type has a milestone code associated with it.

For example, closeout types could include contract closeouts, financial closeouts, and technical closeouts. Define milestone types and codes in the Milestone control table (select Setup Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes).

After you select a milestone type, the system makes only those milestone codes available that are related to it. If a milestone type is inactive, the related codes do not appear in the list. If you change the milestone type of a type or code pair that you entered previously, the system clears the code to prevent a mismatch.

Notify

Click to notify roles of people that are listed in the Approval/Notification Setup page for type milestone notification that the award milestone information is due soon.

Milestone Status

Select a milestone status. You define these statuses on the Milestone Status page.

Due Date

Select the required completion date for the milestone.

Priority

Select the milestone priority. Options are *High*, *Medium*, and *Low*.

Notification Due Date

Displays the notification due date (the milestone due date minus the days prior to notify).

Comments

Enter any details or explanations regarding overdue milestones and exceptions.

Completion Date and Completed By If the milestone status is *Completed* the Completion Date and Completed By fields are populated by the system with the current date and time and the current user employee ID.

Contact ID Click to access the Milestone Contacts page, which stores contact information. Select the contact name (the responsible person) and transmission code (a method for communicating with that person), and then enter any relevant comments.

This field is populated with the default contact ID from the Milestone Setup page if you identify it in the milestone setup.

Notification Click to access the Milestone Notification history page, which includes the following page elements: Notify On, From, To, and Comment.

Award - Key Words Page

Image: Award - Key Words page

This example illustrates the fields and controls on the Award - Key Words page . You can find definitions for the fields and controls later on this page.

AwardFundingResourcesCertificationsTermsMilestonesKey WordsFunding InquirySupplemental Data

Award ID CON000000000028

Award Title The effects of insulin on laboratory rats

Reference Award Number

Award PI Schumacher,Kenneth

Primary Project PI Schumacher,Kenneth

Detail

PersonalizeFind1-3 of 3FirstLast

| Keyword | Description | | |
|----------|-------------|---|---|
| DIABETES | Diabetes | + | - |
| DISEASE | Disease | + | - |
| INSULIN | Insulin | + | - |

Go To:

Sponsor

Protocols

Attributes

Department Credit

Notepad

Award Modifications

Supplemental Data

This page links key words, as defined in the key word control record, to an award. Key words can track awards by subject category (for example, science: cell biology) or link multiple codes to an award. Key words appear by default from the proposal. Establish and maintain the key word control record prior to creating proposals and awards.

Key Word Select a key word from the list of available values.



Click the Add Key Words button to access the Proposal Key Words page and enter additional key words.

See [Proposal Key Words Page](#).

Award - Funding Inquiry Page

Image: Award - Funding Inquiry page

This example illustrates the fields and controls on the Award - Funding Inquiry page. You can find definitions for the fields and controls later on this page.

| Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry | Supplemental Data |
|--|------------------|-----------------|----------------------|-----------------------------|------------|-----------|------------------------|-------------------|
| Award ID CON0000000000028 | | | | | | | | |
| Reference Award Number | | | | | | | | |
| Total Projected Award Amount \$852,650.000 | | | | | | | | |
| Total Reported Award Amount \$852,650.000 | | | | | | | | |
| Total Posted Budget Amount \$201,450.000 | | | | | | | | |
| Total Limit Amount \$500,000.000 | | | | | | | | |
| Begin Date 10/01/2004 | | | | | | | | |
| End Date 09/30/2009 | | | | | | | | |
| Recalculate the Amounts | | | | | | | | |
| Contract Lines Find View All First 1 of 2 Last | | | | | | | | |
| Contract Line 1 Total Posted Budget Amount \$1,450.000 Billing Limit Amount \$0.000 | | | | | | | | |
| Project Detail Personalize Find First 1 of 1 Last | | | | | | | | |
| | Project | Activity | Funded Amount | Posted Budget Amount | | | | |
| 1 | 0000000000000163 | CA IMPLEMENT | \$152,650.000 | \$1,450.000 | | | | |

This page displays summary funding information for the award and detailed funding information for each contract line. Click Recalculate the Amounts to update the figures. The total posted budget amount includes the sponsor portion only. It does not include the cost share portion.

Award - Supplemental Data Page

Image: Award - Supplemental Data page

This example illustrates the fields and controls on the Award - Supplemental page.

Award ID: CON000000000028

Additional Federal Reporting

☐ ARRA Report flag ☐ FFATA Reporting

Job Creation Information

Number of jobs created **Number of jobs retained**

Description of jobs created and retained

Subrecipient Reporting info.

Central Contractor Registration Number ☐ Gross Income under \$300,000.00.

MAICS Code ☐ 80% & \$25k or more gross revenue from federal sources

Congressional District ☐ Company executive compensation federal access

Place of Performance Address

Executive Compensation Info.

Officer Name **Compensation**

Officer Name **Compensation**

Officer Name **Compensation**

Officer Name **Compensation**

Officer Name **Compensation**

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#) [Supplemental Data](#)

The Award - Supplemental Data page shown above represents just one possible configuration of the page; you can include different fields from the same base record. You can also include fields from another base record.

Award - Sponsor Page

Image: Award - Sponsor page

This example illustrates the fields and controls on the Award - Sponsor page. You can find definitions for the fields and controls later on this page.

Award ID PI-PRP001 **Award Title** The effects of insulin on laboratory rats

Reference Award Number 112

Award PI Schumacher,Kenneth **Primary Project PI** Schumacher,Kenneth

Contact Info [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

***Contact Seq Num** 1

Name Jeffreys,Jenny

Title Manager of All

Email ID pibomuser01@ap6023fems.us.oracle.com

Telephone

Fax Number 650/123-4455

Contact Type Accounting

Awarding Sponsor National Institute of Health

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#) [Supplemental Data](#)

The data on this page appears by default from the Award - Profile page. Enter a reference award number for the sponsor contact. You can add multiple sponsor contacts for the awarding sponsor.

Award - Protocols Page

Image: Award - Protocols page

This example illustrates the fields and controls on the Award - Protocols page. You can find definitions for the fields and controls later on this page.

Select a protocol to associate with the award. Protocols that are associated with the proposal flow to the award during the generate process. You can enter more protocols on this page. The protocol must have at least one protocol version approved for you to attach the protocol header to the award. Click the Go To Protocol link to view the protocol header.

Award - Attributes Page

Image: Award - Attributes page

This example illustrates the fields and controls on the Award - Attributes page. You can find definitions for the fields and controls later on this page.

Select an attribute type, and then enter a value (either numeric or character), as well as any comments.



Click the Add Attribute button to access the Attribute Type page and enter additional attribute codes. The system stores attributes in the Attribute Type control page. Attributes can be anything you want to track in an award.

See [Attribute Types Page](#).

Attribute Value

Enter an attribute value to represent the selected attribute. You can enter an attribute value up to 80 characters in length.

Award - Department Credit Page

Image: Award - Department Credit page

This example illustrates the fields and controls on the Award - Department Credit page. You can find definitions for the fields and controls later on this page.

Award

Funding

Resources

Certifications

Terms

Milestones

Key Words

Department Credit

Funding Inquiry

Award ID

CON000000000028

Award Title

The effects of insulin on laboratory rats

Reference Award Number

Award PI

Schumacher,Kenneth

Primary Project PI

Schumacher,Kenneth

Department Credit

Find | View All

First

1 of 1

Last

Project

00000000000163

Project PI

Schumacher,Kenneth

Details

Personalize | Find | View All

First

1 of 1

Last

| Department | Description | Credit % |
|------------|-------------|----------|
| 1 | | |

+ -

Go To:

Sponsor

Protocols

Attributes

Department Credit

Notepad

Award Modifications

Supplemental Data

Department credits that are set up in the proposal flow into the award side during the generate process. You can enter more department credits on this page.

Award - Notepad Page

Image: Award - Notepad page

This example illustrates the fields and controls on the Award - Notepad page. You can find definitions for the fields and controls later on this page.

Award

Funding

Resources

Certifications

Terms

Milestones

Key Words

Notepad

Funding Inquiry

Award ID

CON000000000028

Award Title

The effects of insulin on laboratory rats

Reference Award Number

Award PI

Schumacher,Kenneth

Primary Project PI

Schumacher,Kenneth

Award Description

Find | View All

First

1 of 1

Last

Date/Time Stamp

06/10/2005 2:33:19PM

Entered By

SAMPLE

Description

Date and Time Stamp Indicates Proposal-to-Award Process

Comments

Go To:

Sponsor

Protocols

Attributes

Department Credit

Notepad

Award Modifications

Supplemental Data

Date/Time Stamp Displays the date and time when you created the award. The system stamps each new note with the date and time.

Description The system displays default text that indicates that you created this award through the Award Generation process. When you create an award independently, this field is blank.

Comments Enter notes regarding more complex issues that concern the award subject matter.

Award - Award Modifications Page

Image: Award - Award Modifications page

This example illustrates the fields and controls on the Award - Award Modifications page. You can find definitions for the fields and controls later on this page.

AwardFundingResourcesCertificationsTermsMilestonesKey WordsAward ModificationsFunding Inquiry

Award IDPI-PRP001

Award TitleThe effects of insulin on laboratory rats

Reference Award Number112

Award PISchumacher,Kenneth

Primary Project PISchumacher,Kenneth

Award Modifications

PersonalizeFindPrint1 of 1Last

| Reference Award Number | Period | Issue Date | Begin Date | End Date | Amount | Comment | Period |
|------------------------|--------|------------|------------|------------|----------|---------|--------|
| | 1 | | 01/01/2008 | 12/31/2008 | 40400.00 | Comment | |

Total Award Amount:40400.00

Go To:SponsorProtocolsAttributesDepartment CreditNotepadAward ModificationsSupplemental Data

You cannot edit the periods and amounts at the period level within an award. The pre-award to post-award process populates these rows in the following way:

- 1. The number of periods for an award equals the number of periods for a project.
- 2. The amount at the period level is equal to the sum of amounts for each period for all the projects for an award.
- 3. The begin date and end date are equal to the begin and end date for each period for the project.

These dates are the same for all projects for an award.

Reference Award Number Enter the sponsor reference award number.


You can enter reference award numbers up to 25 characters in length.

Period Displays a value generated in the pre-award to post-award process. The number of periods for an award equals the number of periods for a project. You cannot change this value.

Issue Date Enter the date on which the modification was issued by the sponsor.

Begin Date and End Date Displays the begin and end dates for each period for the project. They are the same for all projects for an award.

Amount Displays an amount value generated in the pre-award to post-award process. The amount at the period level equals the sum of the amounts for each period for all the projects for an award.

 Click the Details button to go to the Award Modifications for Period page, where you can enter supplemental funding information. You can make multiple modifications to the award amounts for an award period.

Award Modifications for Period Page

Image: Award Modifications for Period page

This example illustrates the fields and controls on the Award Modifications for Period page. You can find definitions for the fields and controls later on this page.

Award Modifications for Period

Period1

Award Modifications

PersonalizeFind

First1 of 1Last

| Sequence | Reference Award Number | Do Not Report | Issue Date | Begin Date | End Date | Amount | To Project ID | Comment |
|----------|------------------------|--------------------------|------------|------------|------------|------------|---------------|--------------------|
| 1 | | <input type="checkbox"/> | | 10/01/2004 | 09/30/2005 | 100,500.00 | | <div>Comment</div> |

Total Period Amount:100,500.00

OK

Cancel

Refresh

Do Not Report

Select to exclude this award modification from being reported on the Award - Funding Inquiry page.

Establishing Milestone Notifications and Processing

This section provides an overview of milestone notifications and processing and discusses how to:

- Review milestone notifications.
- Process milestone notifications.

Pages Used to Establish Milestone Notifications and Processing

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------|-------------------|---|---|
| Milestone Notification | GM_MILESTONE_NOTI | Grants, Awards, Milestone Notification | Search for a milestone using parameters, and determine whether to send an email notification to the appropriate roles. |
| Milestone Notification Comment | GM_MSTONE_NOTI_CM | Click the Comments button on the Milestone Notification page. | Add comments about the milestone notification. |
| Process Milestone Notification | RUN_GM_MS_NOTI | Grants, Awards, Process Milestone Notification | Set up the process scheduler to search for milestones that are due on the current date, and to run milestone notifications automatically. |

Understanding Milestone Notifications and Processing

Three ways are available to send out milestone notifications:

- Set up a batch process that runs daily to search for milestones that are due for notification on the current date and then send online milestone notifications.

The milestone batch process enables you to automate the Milestone Notification process.

- Use the Milestone Notification inquiry page to search for and send notifications for milestones that satisfy your selection criteria.
- Send the notification from the Award Milestone page.

Milestone Notification Page

Use the Milestone Notification page (GM_MILESTONE_NOTI) to search for a milestone using parameters, and determine whether to send an email notification to the appropriate roles.

Navigation

Grants, Awards, Milestone Notification

Image: Milestone Notification page

This example illustrates the fields and controls on the Milestone Notification page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Milestone Notification' page. At the top, there are search filters: Business Unit (EGV05), Milestone Type, Milestone Code, Milestone Status, Milestone Due Date From, Last Notification Date From, Notification Due in Days, and Priority (Low). There are 'Clear All' and 'Search' buttons. Below the filters, there is a table with the following columns: Notify, Award ID, Milestone Type, Milestone Code, Priority, Milestone Status, Days Prior to Due Date, Milestone Due Date, Notification Due Date, Last Notification Datetime, and Comment. The table has one row with a checkbox in the 'Notify' column and a comment icon in the 'Comment' column. Below the table is a 'Notify' button.

Select one or more parameters. Click Search to find the milestones that meet the search criteria.

Milestones

Notify

Select to notify each milestone.

This check box is display only for completed milestones.

Award ID

Click to access the Award Profiles component.



Click to enter comments that will accompany the email notification.

Process Milestone Notification Page

Use the Process Milestone Notification page (RUN_GM_MS_NOTI) to set up the process scheduler to search for milestones that are due on the current date, and to run milestone notifications automatically.

Navigation

Grants, Awards, Process Milestone Notification

Image: Process Milestone Notification page

This example illustrates the fields and controls on the Process Milestone Notification page. You can find definitions for the fields and controls later on this page.

Process Milestone Notification

notify_1 [Report Manager](#) [Process Monitor](#) [Run](#)

Program Name GM_MILE_NOTI Process Frequency Always Process

Milestone Options Find First 1 of 1 Last

Request Number 1

Business Unit EGV05 EDUC & GVT - BU 5

Milestone Type BILL Billing

Milestone Status COM Completed

Set up the process scheduler to run the Milestone Notification process automatically. The program searches for incomplete milestones (milestone status not equal to 'COM') that are due on the current date, and then sends email notifications. Notifications are not sent for completed milestones.

You are not required to enter business unit, milestone type, or milestone status. If they are not entered, then the batch process searches for all business units, milestone types, and milestone statuses.

For the Milestone Notification process to run, you must update the values associated with the system-delivered GM_URL. Modify the value in the URL field with your current database URL address.

See *PeopleTools: System and Server Administration*

Establishing Award Contracts

This section provides an overview of award contracts and discusses how to:

- Change the contract status to *Active*.
- Change the billing plan status to *Ready*.
- Change the revenue recognition status to *Ready*.

Note: This section of the *PeopleSoft Grants* documentation describes the pages that are used most often for grants-related project contracts. For complete instructions on using all the pages in PeopleSoft Contracts, refer to the instructions in your *PeopleSoft Contracts* documentation.

Pages Used to Establish Award Contracts

| Page Name | Definition Name | Navigation | Usage |
|----------------------|------------------------|---|---|
| Contract - General | CA_HDR_PNL | Customer Contracts, Create and Amend, General Information | Access contract information and change contract status to <i>Active</i> . |
| Billing Plan General | CA_BP_GEN_INFO | Customer Contracts, Create and Amend, General Information, Lines Select the Detail tab, and then click the link under the Billing Plan column heading. | Change the billing status to <i>Ready</i> . |
| Revenue Plan | CA_ACCTPLAN | Customer Contracts, Create and Amend, General Information, Lines Select the Detail tab, and then click the link under the Revenue Plan column heading. | Change the revenue recognition status to <i>Ready</i> . |

Understanding Award Contracts

After you negotiate an award, establish the award profile, and initiate the Award Generation process for a proposal, you can prepare PeopleSoft Grants for financial transactions using the appropriate pages in PeopleSoft Contracts.

When you run the Award Generation process in PeopleSoft Grants, the system automatically generates a contract. This contract represents your funded award and is required for processing any transactions against your award through to PeopleSoft Billing and PeopleSoft General Ledger. The Contract - General page captures the agreement information for your award as well as general information relating to the sponsor.

Revenue Recognition

PeopleSoft Contracts manages the booking of revenue to the general ledger through the use of revenue recognition plans and the services accounting system.

The method of revenue recognition for PeopleSoft Grants is *As Incurred*. Use this method manually to manage revenue on an as-needed basis. The As Incurred method is transaction-based revenue recognition and uses scheduled processing. As an activity is incurred and processed, revenue is recognized. This method is used with rate-based contract activity. Typically, you would use this method on cost-reimbursable grants.

Here is some general information about using revenue recognition plans with PeopleSoft Contracts:

- Every contract must have at least one revenue recognition plan.
- All revenue recognition plans must be associated with a revenue recognition method.
- Contract lines must be linked to a revenue recognition plan.

- Rate-based contract lines that have corresponding project resource rows are assigned or linked to As Incurred revenue recognition plans.

Blue Bird Awards

A *blue bird* award is granted without an initiating proposal. If you generate an award without a previously developed proposal, you must enter all of the information related to the award in the Contract Header pages in PeopleSoft Contracts.

After you complete the required fields on the pages in PeopleSoft Contracts, click Save or Add to My Contracts to save the contract. The system writes the information back to the PeopleSoft Grants system. To establish an award profile for the contract in PeopleSoft Grants, click Create Award Profile on the Additional Information page.

Related Links

"Understanding Revenue Plans (*PeopleSoft FSCM 9.2: Contracts*)"

"Understanding Revenue Management (*PeopleSoft FSCM 9.2: Contracts*)"

"Understanding Contracts (*PeopleSoft FSCM 9.2: Contracts*)"

"Understanding Revenue Plan Processing (*PeopleSoft FSCM 9.2: Contracts*)"

Contract - General Page

Use the Contract - General page (CA_HDR_PNL) to access contract information and change contract status to Active.

Navigation

Customer Contracts, Create and Amend, General Information

Image: Contract - General page (1 of 2)

This example illustrates the fields and controls on the Contract - General page (1 of 2). You can find definitions for the fields and controls later on this page.

General | Lines | Amendments

Contract Number PC00000000000001
 Amendment Number 0000000000
 Sold To Customer National Institute of Health
 Contract Status ACTIVE

[Amend Contract](#) [Add to My Contracts](#)

Description Research of structure of prote
 Contract Admin Miller, Samuel
 Region Code
 Contract Type GRANTS
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 08/15/2008

Processing Status Active
 Amendment Status Complete
 Business Unit EDUC & GVT - BU 5
 Contract Classification Standard
 Start Date 01/01/2007
 End Date 12/31/2008
 Last Update Date/Time 03/23/2009 11:42:14AM
 Last Update User ID SAMPLE

Other Information

☐ Template Contract
☐ Master Contract
☐ Legal Review Complete
☐ Credit Check Complete
☐ Contains Cotermination Lines

Parent Contract
 Master Contract
 Legal Entity USBC1
 Purchase Order
 Proposal ID
 Federal Region Code 10

[Create Award Profile](#)

Image: Contract - General page (2 of 2)

This example illustrates the fields and controls on the Contract - General page (2 of 2). You can find definitions for the fields and controls later on this page.

Summary of Amounts

Contract Amounts

| | |
|--------------------------|------------|
| Negotiated Amount | 152,650.00 |
| Discounts/Surcharges | 0.00 |
| Non-inclusive Prepays | 0.00 |
| Total | 152,650.00 |
| Estimated (less Prepays) | 500,000.00 |
| Estimated Total | 652,650.00 |

* Allocation Complete

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) Go To [More](#)

[Return to Milestone Notification](#)

Note: Instructions on using this page appear in the *PeopleSoft Contracts* documentation.

Related Links

[Establishing Award Contracts](#)

Billing Plan General Page

Use the Billing Plan General page (CA_BP_GEN_INFO) to change the billing status to Ready.

Navigation

Customer Contracts, Create and Amend, General Information, Lines

Select the Detail tab, and then click the link under the Billing Plan column heading.

Image: Billing Plan General page

This example illustrates the fields and controls on the Billing Plan General page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Billing Plan General' page with the following sections and fields:

- Contract Information:** Contract CON000000000028, BI Unit EGV05, Sold To Customer 1018 (National Institute of Health), Billing Plan B101 (As-Incurred Bill/Revenue Plan), Bill To 1018 (National Institute of Health), Currency USD.
- Description:** As-Incurred Bill/Revenue Plan, Billing Method As Incurred.
- 'Billing Status':** Pending, with an Actions dropdown and a checked 'Ready at Activation' option.
- Customer Information:** BI Unit EGV05, 'Bill To Customer' 1018, Addr Num 1, Bill To Contact 1 (Jeffreys, Jenny).
- Billing Options:** Bill Type GM, Bill Source CONTRACTS, Summarization Template ID, Purchase Order, Pre Approved checkbox, Direct Invoice checkbox.
- Transaction Options:** Bill Currency Contract Currency, Retainage Options (Items previously held as Retainages), Bill, Write-off, Hold radio buttons.
- Tolerance Options:** Minimum Bill Amount 100.00, Final Bill checkbox.
- Billing Default Overrides:** Invoice Form, Cycle ID, Bill By ID, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist, Billing Authority.
- Navigation:** Return to General Information link.

Note: Instructions on using this page appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding Billing in Contracts (*PeopleSoft FSCM 9.2: Contracts*)"

Revenue Plan Page

Use the Revenue Plan page (CA_ACCTPLAN) to change the revenue recognition status to Ready.

Navigation

Customer Contracts, Create and Amend, General Information, Lines

Select the Detail tab, and then click the link under the Revenue Plan column heading.

Image: Revenue Plan page

This example illustrates the fields and controls on the Revenue Plan page. You can find definitions for the fields and controls later on this page.

Revenue Plan

Contract: CON000000000028 Business Unit: EGV05 Currency: USD
 Sold To Customer: 1018 National Institute of Health GL Business Unit: EGV05
 Revenue Plan: R101 GL Currency: USD

Description: As-Incurred Bill/Revenue Plan *Plan Status: Pending
 Recognition Method: As Incurred ☒ Ready at Activation

Define Events By
 Add Milestone

Event Detail

| Event | Event Type | *Event Status | Accounting Date | Event Note |
|-------|------------|---------------|-----------------|------------|
| 1 | Date | Pending | 02/22/2013 | |

Return to General Information

Note: Instructions on using the Revenue Plan page appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding Revenue Plans (*PeopleSoft FSCM 9.2: Contracts*)"

Establishing Project Profiles

Use the Project General pages to associate a project with an award and designate a primary department. All information that applies to the award also applies to the project, so the information is not repeated on the project pages.

This section discusses how to:

- Set up projects.
- Establish project departments.
- Establish project definitions.
- Establish project locations.
- Establish project phases.
- Establish project approvals.

Note: This section of the *PeopleSoft Grants* documentation describes the pages that are used most often for grants-related projects. For complete instructions on using all the pages in the Project Profile component, refer to the instructions in your *PeopleSoft Project Costing* documentation.

For more information on projects, see "Understanding Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

Pages Used to Establish Project Profiles

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------------|------------------------|--|---|
| Project - General Information | PROJECT_GEN_01A | Grants, Awards, Project, Project General Information | Define basic information for the project. |
| Project - Project Department | GM_PROJECT_DEPT | Grants, Awards, Project, Project Department | Define the primary department that is responsible for the project. |
| Project Department Contact | GM_PROJ_DEPT_CNTC | Click the Contact Details button on the Project - Project Department page. | View the primary department contact details. |
| Project - Project Costing Definition | PROJECT_GEN_01 | Grants, Awards, Project, Project Costing Definition | Define a project. |
| Project - Manager | PROJECT_MGR | Grants, Awards, Project, Manager | View project manager data. |
| Project - Location | PROJECT_LOCATION | Grants, Awards, Project, Location | Assign the project's physical location. |
| Project - Phases | PROJECT_SCHED | Grants, Awards, Project, Phases | Track the time that is spent on different stages of a project. Use for exception reporting to view which projects are on schedule. Set actual phases, estimated phases, or both. |
| Project - Approval | PROJECT_APPROVAL | Grants, Awards, Project, Approval | Enter project events for which you want to require an approval and define the order in which the approvals for this project must be carried out. |
| Project - Supplemental Data | PROJECT_SD | Grants, Awards, Project, Supplemental Data | Add supplemental data related to projects. |

Project - General Information Page

Use the Project - General Information page (PROJECT_GEN_01A) to define basic information for the project.

Navigation

Grants, Awards, Project, Project General Information

Image: Project - General Information page

This example illustrates the fields and controls on the Project - General Information page. You can find definitions for the fields and controls later on this page.

General Information | Project Department | Project Costing Definition | Primavera | Program Management | Manager | Location | Phases | Approval | D

Project PI-PRJ60 [Add to My Projects](#)

'Description: Research of structure of prote ☐ Program Processing Status: Active
Project Status: Approved

'Integration: EGV05 EGV05
Project Type: R&D Research and Development
Percent Complete: 0.00 As Of Contract Number: PI-PRP006 ⓘ

☐ Work Order Managed

Project Health ⓘ

| Health | Project Overall | Schedule | Budget | Resources | Issues | Risks | User-Defined |
|------------|-----------------|----------|--------|-----------|--------|-------|--------------|
| As of Date | | | | | | | |

Project Schedule ⓘ

'Calculate: Duration Duration in Days: 1
'Start Date: 01/01/2008 ⓘ 'End Date: 12/31/2009 ⓘ [Additional Dates](#)

Classification ⓘ

Release: ⓘ Release Date: ⓘ
Category: ⓘ Application Area: ⓘ Application: ⓘ

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 08/06/09 6:24:21AM User ID: SAMPLE

Description: Research of structure of protein in the membrane of cell ⓘ

Long Description: Research of structure of protein in the membrane of cells - Phase I ⓘ

[Save as Template](#) [Copy Project](#)

My Projects Project Valuation Resources Project Activities Go To More

Contracts

Click the Contracts icon to access the Contract component, where you can view or modify details for the selected contract.

This field displays only for Grants contracts only.

Award Info (Award Information)

Click the Award Information icon to access the Award component, where you can view or modify details for the selected award.

This field displays only for Grants projects only.

Note: Instructions on using the Project - General Information page appear in the *PeopleSoft Project Costing* documentation.

See "Creating and Defining Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

Project - Project Department Page

Use the Project - Project Department page (GM_PROJECT_DEPT) to define the primary department that is responsible for the project.

Navigation

Grants, Awards, Project, Project Department

Image: Project - Project Department page

This example illustrates the fields and controls on the Project - Project Department page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Project Department' tab selected in a navigation bar. The page contains several input fields with search icons:

- Business Unit: EGV05
- Project: PI-PRJ60
- Research of structure of prote
- Institution ID: 001 (PeopleSoft University)
- Subdivision: 41000 (Engineering)
- Department: 41000 (Engineering)
- Contact ID: KU0083 (Matheson, Karena)
- ☒ F&A Requested
- Contact Details (with search icon)

At the bottom, there is a 'Department Info' section with a table:

| Department | Subdivision | Description | Percentage Pledged |
|------------|-------------|-------------|--------------------|
| 41000 | 41000 | Engineering | 100.00 |

Below the table are two buttons: 'Save as Template' and 'Copy Project'.

Select the institution ID, subdivision, department, and contact ID for the project's primary department. Deselect the F&A Requested check box to exclude the project from F&A calculation. Use the Department Info group box at the bottom of the page to maintain F&A offset information such as the department, subdivision, and percentage pledged of the project F&A costs that should be distributed to each department. The F&A process uses the departments in this group box to retrieve offset ChartField information from the F&A Offset page.

Project - Project Costing Definition Page

Use the Project - Project Costing Definition page (PROJECT_GEN_01) to define a project.

Navigation

Grants, Awards, Project, Project Costing Definition

Image: Project - Project Costing Definition page

This example illustrates the fields and controls on the Project - Project Costing Definition page. You can find definitions for the fields and controls later on this page.

General InformationProject DepartmentProject Costing DefinitionPrimaveraProgram ManagementManagerLocationPhasesApprovalJustificationD

ProjectPI-PRJ60DescriptionResearch of structure of prote

System Fields

'FS_08 SetIDSHARESystem SourcePGM

Project Currency

Currency CodeUSDCurrency Code Rate TypeCRRNTEffective Date DefaultAccounting Date

Options

☐ Standard Activities

☐ Allow Interest Calculation

Enforce Team

☒ Do Not Enforce

☐ Project Team Only

☐ Project and Activity Team

☐ Project Resource Pools Only

☐ Project Activity Resource Pool

Analysis Group Options

Cost BudgetGBUD

Revenue BudgetRBUD

Actual CostPSCST

Actual RevenuePSREV

Forecast CostEAC

Forecast RevenueFREV

Percent Complete

'Calculation MethodManual

'Summary MethodNone

'Retain HistoryWeekly

Projects Utilities

Project Tree...

Profitability Analysis Groups

Actual Margin =

Actual RevenuePSREV

Actual CostPSCST

Forecast Margin =

Forecast RevenueFREV

Forecast CostEAC

Grants

Grants ProjectGrants Object

☒ Project Primary Flag

Save as TemplateCopy Project

My ProjectsProject ValuationResourcesProject ActivitiesGo More To

Note: Instructions on using the Project - Project Costing Definition page appear in the *PeopleSoft Project Costing* documentation.

Grants

Grants Project

Select *GM Object* if the project is a PeopleSoft Grants project. Select *PC Object* if the project originated in PeopleSoft Project Costing. You need to differentiate between PeopleSoft Project Costing-related projects and PeopleSoft Grants-related projects for processing to occur correctly.

Project Primary Flag

Select if the project is primary. PeopleSoft Grants requires primary projects.

Project - Location Page

Use the Project - Location page (PROJECT_LOCATION) to assign the project's physical location.

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Navigation

Grants, Awards, Project, Location

Image: Project - Location page

This example illustrates the fields and controls on the Project - Location page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Project - Location' page in a PeopleSoft application. The top navigation bar includes tabs for 'General Information', 'Project Department', 'Project Costing Definition', 'Primavera', 'Program Management', 'Manager', 'Location' (selected), 'Phases', and 'Approval'. The main content area is titled 'Project PI-PRJ60' and 'Description Research of structure of prote'. Below this, the 'Location' section is active, showing a list of locations with 'Find' and 'View All' buttons. The first location is displayed with the following details: 'Effective Date' 01/01/2008, 'Location Code' EGV05, 'Sequence' 1, and 'Description' EGV05 - Miami, FL. Below these are fields for 'Country' (USA), 'Address 1' (4908 Creekwood Dr), 'Address 2', 'Address 3', 'City' (Miami), 'County', 'State' (FL), and 'Postal'. At the bottom, there are buttons for 'Add Location', 'Save as Template', and 'Copy Project', along with navigation links like 'My Projects', 'Project Valuation', 'Resources', 'Project Activities', and 'Go To More'.

Note: Instructions on using the Project - Location page appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Creating and Defining Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

Project - Phases Page

Use the Project - Phases page (PROJECT_SCHED) to track the time that is spent on different stages of a project.

Use for exception reporting to view which projects are on schedule. Set actual phases, estimated phases, or both.

Navigation

Grants, Awards, Project, Phases

Image: Project - Phases page

This example illustrates the fields and controls on the Project - Phases page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Project - Phases' page in PeopleSoft. The top navigation bar includes tabs for General Information, Project Department, Project Costing Definition, Primavera, Program Management, Manager, Location, Phases, and Approval. The 'Phases' tab is active. Below the tabs, the project details are shown: Project PI-PRJ60 and Description Research of structure of prote. The 'Project Phases' section features a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. There are input fields for 'Phase Type', 'Description', 'Status' (with a dropdown showing 'A'), 'From Date', and 'Through Date'. Below these are buttons for 'Save as Template' and 'Copy Project'. The footer contains links for 'My Projects', 'Project Valuation', 'Resources', 'Project Activities', and 'Go To More'.

Note: Instructions on using the Project - Phases page appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Creating and Defining Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

"Setting Up Project-Related Information (*PeopleSoft FSCM 9.2: Project Costing*)"

Project - Approval Page

Use the Project - Approval page (PROJECT_APPROVAL) to enter project events for which you want to require an approval and define the order in which the approvals for this project must be carried out.

Navigation

Grants, Awards, Project, Approval

Image: Project - Approval page

This example illustrates the fields and controls on the Project - Approval page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Project - Approval' page in PeopleSoft. The top navigation bar includes tabs for 'General Information', 'Project Department', 'Project Costing Definition', 'Primavera', 'Program Management', 'Manager', 'Location', 'Phases', and 'Approval'. The main content area is titled 'Project PI-PRJ60' and 'Description Research of structure of prote'. It contains several sections: 'Event' with a 'Project Event' field, 'Details' with 'Approval Sequence' (1), 'Source', 'Approval Authority' (Role Type: Manager, User ID: VP1), and 'Approval Status' (Approve checkbox). Below these is a 'Description' section with 'Description' and 'Long Description' text areas. At the bottom are buttons for 'Save as Template' and 'Copy Project'. The footer includes links for 'My Projects', 'Project Valuation', 'Resources', 'Project Activities', 'Go To', and 'More'.

Note: Instructions on using the Project - Approval page appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Creating and Defining Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

Project - Supplemental Data Page

Image: Project - Supplemental Data page

This example illustrates the fields and controls on the Project - Supplemental page.

The screenshot shows the 'Project - Supplemental Data' page. The navigation bar at the top includes tabs for Manager, Location, Phases, Approval, Justification, User Fields, Rates, Attachments, Asset Integration Rules, Budget Alerts, and Supplemental Data. The main content area displays project details for 'The effects of insulin on labo' with Business Unit 'EGV05'. It includes sections for 'Infrastructure Contact Info.' with fields for Name, Address, email Address, and Phone Number, and 'Infras. Purpose & Rationale' with a list of checkboxes for various purposes like job creation, recession assistance, and investment in infrastructure. At the bottom, there are links for My Projects, Project Valuation, Resources, Project Activities, and a Go To More dropdown.

The Project - Supplemental Data page shown above represents just one possible configuration of the page; you can include different fields from the same base record. You can also include fields from another base record.

For more information about supplemental data for projects and awards, see [Understanding Supplemental Award Data](#)

Establishing Project Activities

This section provides overviews of project activities and F&A rates and discusses how to:

- Set up project activities.
- Define project activities.
- Specify F&A rates for a project.
- Specify project activity locations.
- Add attachments to the project activity.
- Track activity quality.
- Track activity rates.

Pages Used to Establish Project Activities

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|--|
| Project Activity - General Information | PROJ_ACT_DESCR | Grants, Awards, Project Activity | Set up project activities. |
| Project Activity - Definition | PROJECT_ACTIVITY | Grants, Awards, Project Activity, Definition | Define project activities. |
| Project Activity - FA Rates | GM_PRJ_ACT_FA | Grants, Awards, Project Activity, FA Rates | Enter F&A rate types. |
| Project Activity - Location | PROJ_ACT_LOCATION | Grants, Awards, Project Activity, Location | Specify project activity locations. |
| Project Activity - Attachments | PROJ_ACT_DOC | Grants, Awards, Project Activity, Attachments | Add attachments to the project activity. |
| Project Activity - Quality | PROJECT_QUALITY | Grants, Awards, Project Activity, Quality | Rate and record quality of work for specific activities. |
| Project Activity - Rates | ACTIVITY_SERVICES | Grants, Awards, Project Activity, Rates | Inquire on activity contracts, billing, and revenue. |

Understanding Project Activities

All transactions link to an activity, so each project must be associated with an activity. In PeopleSoft Grants, an activity is assigned to the same award as the project.

You can assign many activities to a single award. When you create an activity, the award information appears by default from the project information.

Note: This section of the *PeopleSoft Grants* documentation describes the pages that are used most often for grants-related activities. For complete instructions on using all the pages in the Project Activity component, refer to the instructions in your *PeopleSoft Project Costing* documentation.

Related Links

"Understanding Activities (*PeopleSoft FSCM 9.2: Project Costing*)"

Understanding F&A Rates

Here is how the system uses F&A rates at the post-award activity level:

- The Project Activity - FA Rates page houses the F&A bases and rates that the F&A process uses.
- You define during implementation the values that appear in the FA Base fields in the Institution, Sponsor, and Funded group boxes on the Facilities Admin Base page.
- The F&A base values that you enter on the Project Activity - FA Rates page must be the same as the values that you enter on the FA Base Account tree during implementation.

- When you receive an award that is based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.
- The sponsor FA equals the funded FA base times the funded FA rate percentage.

The system posts to the general ledger only FA funds that the sponsor awards.

- If you establish an award without performing the usual pre-award proposal procedures, the default effective dates and rates are based on the rate type that you enter manually.
- You must make other modifications, such as no-cost extensions and continuations, manually.

Project Activity - General Information Page

Use the Project Activity - General Information page (PROJ_ACT_DESCR) to set up project activities.

Navigation

Grants, Awards, Project Activity

Image: Project Activity - General Information page (1 of 2)

This example illustrates the fields and controls on the Project Activity - General Information page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Project Activity - General Information' page. At the top, there are tabs for 'General Information', 'Definition', 'FA Rates', 'Location', 'Attachments', 'Quality', 'User Fields', 'Rates', 'Budget Alerts', and 'Asset Integration Rules'. The 'General Information' tab is active.

Key fields and controls include:

- Project:** PI-PRJ60
- Activity:** IMPLEMENTATION
- Description:** Research of structure of prote
- 'Description':** IMPLEMENTATION
- Activity Type:** (lookup field)
- System Source:** PPC (lookup field)
- Activity Owner:** (lookup field)
- Percent Complete:** 0.00
- Processing Status:** Active (dropdown)
- Activity Schedule:** (expandable section)
 - Duration in Days:** 0
 - 'Start Date':** 01/01/2008 (calendar icon)
 - 'End Date':** 12/31/2009 (calendar icon)
 - Deadline Date:** (calendar icon)
 - Constraint Type:** (dropdown)
 - Baseline Start Date:** (calendar icon)
 - Baseline Finish Date:** (calendar icon)
 - Early Start Date:** (calendar icon)
 - Early Finish Date:** (calendar icon)
 - Actual Start Date:** (calendar icon)
 - Actual Finish Date:** (calendar icon)
 - Late Start Date:** (calendar icon)
 - Late Finish Date:** (calendar icon)
- Description:** (expandable section)
 - Date/Time Stamp:** 02/22/13 7:40:36PM
 - User ID:** VP1
 - Description:** (text area)
 - Long Description:** (text area)

At the bottom, there are links for 'Go To: Resources', 'Activity Status', 'Project Transactions', and 'Deliverables'.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Definition Page

Use the Project Activity - Definition page (PROJECT_ACTIVITY) to define project activities.

Navigation

Grants, Awards, Project Activity, Definition

Image: Project Activity - Definition page

This example illustrates the fields and controls on the Project Activity - Definition page. You can find definitions for the fields and controls later on this page.

| General Information | Definition | FA Rates | Location | Attachments | Quality | User Fields | Rates | Budget Alerts | Asset Integration Rules |
|--|------------|----------|----------|-------------|---|-------------|-------|---------------|-------------------------|
| Project PI-PRJ60 Description Research of structure of prote Charging Level Detail Activity IMPLEMENTATION Description IMPLEMENTATION | | | | | | | | | |
| Details ? | | | | | | | | | |
| WBS ID 1 Enforce Team No | | | | | | | | | |
| Options ? | | | | | Scheduling ? | | | | |
| <input type="checkbox"/> New Milestone <input type="checkbox"/> Allow Interest Calculation <input type="checkbox"/> Enable Change Control | | | | | Calculate Manual Hours per Day 8 MHR *Schedule Method Fixed Duration Project Calendar 01 | | | | |
| Waived FA Calc Method | | | | | Funds Distribution ? | | | | |
| <input checked="" type="radio"/> Institution Minus Funded <input type="radio"/> Sponsor Minus Funded | | | | | <input checked="" type="checkbox"/> Participating | | | | |
| Go To: Resources Activity Status Project Transactions Deliverables | | | | | | | | | |

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - FA Rates Page

Use the Project Activity - FA Rates page (GM_PRJ_ACT_FA) to enter F&A rate types.

Navigation

Grants, Awards, Project Activity, FA Rates

Image: Project Activity - FA Rates page

This example illustrates the fields and controls on the Project Activity - FA Rates page. You can find definitions for the fields and controls later on this page.

General InformationDefinitionFA RatesLocationAttachmentsQualityUser FieldsRatesBudget Alerts

ProjectPI-PRJ60DescriptionResearch of structure of prote

ActivityIMPLEMENTATIONDescriptionIMPLEMENTATION

F&A Rate InfoFind | View AllFirst1 of 1Last

Facilities Admin RateANIMAnimalCare

Institution

FA BaseMTDCInstitution RateFind | View AllFirst1 of 2Last

Eff Date07/01/2005FA Rate %10.00

Sponsor

FA BaseMTDCSponsor RateFind | View AllFirst1 of 2Last

Eff Date07/01/2005FA Rate %10.00

Funded

FA BaseMTDCFunded RateFind | View AllFirst1 of 2Last

Eff Date07/01/2005FA Rate %10.00

To set up F&A rates for post-awards:

1. Select a facilities administration rate.
Values include *Animal Care*, *On Campus*, *Off Campus*, *Institutional Research*, and *Instruction*.

2. Select an FA base rate for the institution, the sponsor, and the funded amount.

3. Enter multiple effective dates and F&A rate percentages for each base.
The bases must have the same names as the tree nodes for which the calculation will be run.

4. Click Save.

Note: Never select the same base for two different rate types under the same activity. Likewise, if you establish a base tree with duplicate accounts, never define two bases that contain the same account under the same project activity.

Project Activity - Location Page

Use the Project Activity - Location page (PROJ_ACT_LOCATION) to specify project activity locations.

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Navigation

Grants, Awards, Project Activity, Location

Image: Project Activity - Location page

This example illustrates the fields and controls on the Project Activity - Location page. You can find definitions for the fields and controls later on this page.

General Information | Definition | FA Rates | **Location** | Attachments | Quality | User Fields | Rates | Budget Alerts | D

Project PI-PRJ60 **Description** Research of structure of prote
Activity IMPLEMENTATION **Description** IMPLEMENTATION

Location Find | View All First 1 of 1 Last

'Effective Date' 02/22/2013 Sequence 1 + -

Location Code [magnifying glass icon]

Country
 Address 1
 Address 2
 Address 3
 City
 County Postal
 State

Add Location

Go To: Resources Activity Status Project Transactions Deliverables

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Attachments Page

Use the Project Activity - Attachments page (PROJ_ACT_DOC) to add attachments to the project activity.

Navigation

Grants, Awards, Project Activity, Attachments

Image: Project Activity - Attachments page

This example illustrates the fields and controls on the Project Activity - Attachments page. You can find definitions for the fields and controls later on this page.

General Information | Definition | FA Rates | Location | **Attachments** | Quality | User Fields | Rates | Budget Alerts | D

Project PI-PRJ60 **Description** Research of structure of prote
Activity IMPLEMENTATION **Description** IMPLEMENTATION

Document Attachments Personalize | Find | View All | [icon] | First 1 of 1 Last

| Requests | Attached File |
|----------|------------------|
| 1 | [paperclip icon] |

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Quality Page

Use the Project Activity - Quality page (PROJECT_QUALITY) to rate and record quality of work for specific activities.

Navigation

Grants, Awards, Project Activity, Quality

Image: Project Activity - Quality page

This example illustrates the fields and controls on the Project Activity - Quality page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Project Activity - Quality' page. At the top, there are tabs: General Information, Definition, FA Rates, Location, Attachments, **Quality**, User Fields, Rates, and Budget Alerts. Below the tabs, the page displays project information: Project PI-PRJ60, Activity IMPLEMENTATION, and Description Research of structure of prote. Below this, there is a section for 'Quality' with a 'Find' button and 'View All' link. The 'Quality' section contains several input fields: Quality Date (02/22/13 7:40P), Quality Type, Quality Rating, Quality Weighting, Team Mate, and a large Comments text area. At the bottom, there is a 'Go To:' section with links to Resources, Activity Status, Project Transactions, and Deliverables.

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Project Activity - Rates Page

Use the Project Activity - Rates page (ACTIVITY_SERVICES) to inquire on activity contracts, billing, and revenue.

Navigation

Grants, Awards, Project Activity, Rates

Image: Project Activity - Rates page

This example illustrates the fields and controls on the Project Activity - Rates page. You can find definitions for the fields and controls later on this page.

| Sold To Customer | Contract Number | Line | Rate Selection | Description |
|------------------|-----------------|------|--------------------------|-------------|
| 1020 | PI-PRP006 | 1 | Billing Revenue Rate Set | GMRT1 |

Note: Instructions on using this page appear in the *PeopleSoft Project Costing* documentation.

Establishing Project Budgets

This section provides an overview of project budgets and discusses how to:

- Define budget plans.
- Verify budget journal information.

Pages Used to Establish Project Budgets

| Page Name | Definition Name | Navigation | Usage |
|---------------------------|--------------------|---|--|
| Budget Detail | PC_BUD_DETAIL2 | Grants, Awards, Project Budgets | Enter budget amounts that are associated with a particular budget plan. |
| Budget Inquiry | GM_PRJ_BUD_INQ | Grants, Awards, Project Budget Inquiry | View budget information for specific projects. |
| Review Commitment Control | PC_KK_INTFC_EXCEPT | Grants, Awards, Commitment Control Errors | View errors that occur when you process a project budget using PeopleSoft Project Costing. |

Understanding Project Budgets

The system populates the Budget Entry - Budget Detail page with summarized budget data during the Award Generation process. However, you can modify, add, or delete budget lines on the page.

On the Budget Entry - Budget Detail page, you can:

- Assign required ChartFields within the budget journal.
- Post budgets by budget period.
- Generate rows in the Project Resource table (PROJ_RESOURCE) after the budget journals have been successfully posted to PeopleSoft Commitment Control.

PeopleSoft Grants uses these lines to generate controlled budget journals and project budget lines.

Here is some general information about using ChartField lines on the Budget Entry - Budget Detail page:

- The system populates lines in the ChartField grid during the Award Generation process.
- You can specify budget details for each budget item in a project.
- You can post budget information by budget period.
- You can insert resource lines into the grid at any time and post lines individually.
- You can delete lines only if you have not generated a journal for the budget line.
- The data that you enter in the grid is the basis for generating budget journals for controlled budgets and for budget data that is stored in PeopleSoft Grants.

Budget Detail Page

Use the Budget Detail page (PC_BUD_DETAIL2) to enter budget amounts that are associated with a particular budget plan.

Navigation

Grants, Awards, Project Budgets

Image: Budget Detail page

This example illustrates the fields and controls on the Budget Detail page. You can find definitions for the fields and controls later on this page.

Budget Detail

Project PI-PRJ60 Research of structure of prote

Budget Period 1 Begin Date 01/01/2008 End Date 12/31/2008 [Finalize](#) [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$578,000.00

Sponsor Budget \$578,000.00 Security Status None

Budget Amounts for Period [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

| Activity | Budget Item | Begin Date | Quantity | Unit of Measure | Amount | Currency | | |
|----------------|-------------|------------|----------|-----------------|------------|----------|-------------------|-------------------|
| IMPLEMENTATION | EQUIP | | 1.00 | | 523,000.00 | USD | + | - |
| IMPLEMENTATION | FACADM | | 1.00 | | 5,000.00 | USD | + | - |
| IMPLEMENTATION | PERSON | | 1.00 | | 50,000.00 | USD | + | - |

Note: The Award Generation process creates budget plans. PeopleSoft Grants users should not create budget plans using the PeopleSoft Project Costing menu structure. For Blue Birds awards, the system creates budget plans programmatically when users create budget periods on the Funding page in the Award Profile component.

Finalize

Click *Finalize* after making changes to an active budget period. The system finalizes the plan by picking up the rows only for a budget period and not the entire plan, as in PeopleSoft Project Costing. When you click the Finalize button:

- If PeopleSoft Commitment Control is enabled, and the general ledger groups are set up for the Commitment Control process, the system sends the transactions to PeopleSoft Commitment Control by the Projects to Commitment Control Application Engine process (PC_WRAPPER).
- The system sends budget rows to the Project Resource table (PROJ_RESOURCE).

Rows are sent only once. Finalizing adds rows to the Project Resource interface table and calls the Projects Interface Edit process (PC_INTFEDIT).

- To prevent PeopleSoft Commitment Control problems and to track the history of changes to the budget, the system prevents changes to finalized budgets and displays them as display-only on the grid. You can, however, add new rows to the grid and refinalize the budget period.

See [Integration Process Flows for PeopleSoft Grants and "Integration of Commitment Control with PeopleSoft Applications \(PeopleSoft FSCM 9.2: Commitment Control\)"](#)

Project Budget Summary

Total Budget

Displays a rolled-up value based on the node that is selected.

General Tab

The system populates the General tab with budget details from the proposal, including amounts for the budget activities belonging to the project.

Project Detail Tab

Specify the values for the project-related fields for the PeopleSoft Grants budget rows that are displayed.

General Ledger Detail Tab

Specify the PeopleSoft General Ledger ChartField values for the PeopleSoft Grants budget rows that are displayed. When the system creates budget journals, it books the budget row amounts to the specified ChartFields.

Note: Budgetary ChartFields can be selected on the General Ledger Detail tab.

Commitment Control Detail Tab

Displays the ledger and ledger group that the system uses to book the budget journals.

If you need to specify the type of budget row that you are posting, use the Budget Line Code field to indicate whether the budget row is *Original*, *Adjustment*, *Roll Forward*, and so on. *Original* is the default value. If you have funding source control enabled in your commitment control setup, the system displays the appropriate value here.

Note: If any errors occur while posting to commitment control, the system stores the error rows on the Review Commitment Control page. You can find the commitment control posting error, fix the error, and resend the lines to commitment control.

Grants Detail Tab

Facilities and Administrative Click to designate that the line is an F&A line.

Cost Sharing Click to designate that the line is a cost-sharing line.

Instructions on defining budgets also appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Understanding Exception Handling and Notification (*PeopleSoft FSCM 9.2: Commitment Control*)"

"Sending Commitment Control Transactions to PeopleSoft Project Costing (*PeopleSoft FSCM 9.2: Project Costing*)"

"Understanding Project Cost and Revenue Budgets (*PeopleSoft FSCM 9.2: Project Costing*)"

[Commitment Control Setup Steps for PeopleSoft Grants](#)

Budget Inquiry Page

Use the Budget Inquiry page (GM_PRJ_BUD_INQ) to view budget information for specific projects.

Navigation

Grants, Awards, Project Budget Inquiry

Image: Budget Inquiry page

This example illustrates the fields and controls on the Budget Inquiry page. You can find definitions for the fields and controls later on this page.

Budget Inquiry

Business Unit: EGV05 Project: PI-PRJ60 Research of structure of prote

Budget Period: 1 Currency: USD Find | View All First 1 of 2 Last

Details Personalize | Find | [Print] First 1-3 of 3 Last

| Budget Lines | GL Info | &Posted, FA, C/S Info | | |
|----------------------|----------------|-----------------------|------------|--------------|
| Budget Item | Activity | Transaction ID | An Type | BU Amount |
| EQUIP | IMPLEMENTATION | 10002519 | BUD | \$523,000.00 |
| PERSON | IMPLEMENTATION | 10002520 | BUD | \$50,000.00 |
| FACADM | IMPLEMENTATION | 10002521 | BUD | \$5,000.00 |
| Sponsor Direct | | 573,000.00 | Sponsor FA | 5,000.00 |
| Institution C/S | | 0.00 | | |
| Total Sponsor Budget | | 578,000.00 | | |

After you successfully post the budget journals, you can inquire on the budget. Select the GL Info and Posted, FA, and C/S Info tabs to view the budget journal IDs and the date that you posted the rows, as well as the budget header status, the ledger, and the ledger group to which you posted the journals.

Processing Facilities and Administration Costs

This section provides an overview of facilities and administration (F&A) processing and discusses how to:

- Process F&A costs.
- Use the F&A interactive error report.

Pages Used to Process F&A Costs

| Page Name | Definition Name | Navigation | Usage |
|--|-----------------|---|---------------------------------------|
| Process Facilities Admin (process facilities administration) | RUN_GM_FA | Grants, Awards, Process Facilities Admin | Process F&A costs. |
| FA Error Interactive Report (facilities administration error interactive report) | GM_FA_INQ | Grants, Awards, FA Error Interactive Report | Display information about F&A errors. |

Understanding F&A Processing

This section discusses:

- F&A cost calculations.
- Analysis types and cost sharing.
- F&A processing.
- Waived and cost-shared F&A lines.
- How PeopleSoft Grants uses F&A rates at the post-award activity level.

F&A Cost Calculations

PeopleSoft Grants is delivered with a process that automatically calculates and stores F&A costs on all sponsor-funded amounts. You can also calculate waived and cost-shared F&A amounts.

The system processes PeopleSoft Grants lines based upon three criteria:

- Grants check box.

When you establish a project, select the GM Object in the Grants Project field on the Project Definition page to indicate that the project is related to PeopleSoft Grants rather than to PeopleSoft Project Costing. The F&A process computes only PeopleSoft Grants-related lines.

- F&A status (FA_STATUS).

When the system processes PeopleSoft Grants lines, it updates the FA_STATUS to prevent lines from being reprocessed. The process selects only those lines with an F&A status of *N* or with a blank status line. If you enter a line directly into the PeopleSoft Grants system, its default F&A status is *N*; however, the feeder systems don't assign a value to FA_STATUS, so all lines that come from feeder systems have a blank value.

- FNA (facilities and administration) analysis group.

The F&A process selects its data based on analysis types that you include in the FNA analysis group. For example, if you want to calculate F&A on all lines initiating from the PeopleSoft Time & Labor and Accounts Payable applications, include *PAY* and *ACT* analysis types in the FNA analysis group. If you use an analysis group other than *FNA*, you must modify the process for it to run properly.

Analysis Types and Cost Sharing

PeopleSoft Grants enables you to select the analysis type with which a line is stamped when it comes into PeopleSoft Grants from a feeder system.

Observe these guidelines when using analysis types and cost sharing in PeopleSoft Grants:

- Define analysis types on the Analysis Types page (Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types).
- To facilitate cost-sharing analysis and reporting, stamp incoming cost-sharing lines with unique analysis types.

Define cost-sharing analysis types on the Installation - Grants page (Setup Financials/Supply Chain, Install, Installation Options, Grants).

- To determine which lines the system processes for F&A, group analysis types into analysis groups.
- PeopleSoft Grants has hard-coded the FNA analysis group in the F&A process, so you should use this analysis group to group all F&A analysis types.

F&A Processing

Here is some general information about how the system processes F&A transactions:

- The F&A process calculates F&A amounts at the transaction line level based on actual expense transaction amounts, F&A bases, and F&A rates.
- You establish default bases and rates in the Maintain Institution (Grants, Institutions, Facilities Admin Rates) and Maintain Sponsor (Grants, Sponsors, Facilities Admin Rates) components.

The system, however, ultimately uses the information on the Project Activity F&A Rates page (Grants, Awards, Project Activity, FA Rates) for the actual computation.

- The system uses the accounting date on the original transaction line to find the appropriate effective date and rate for the F&A calculation.
- When the system processes a transaction for F&A, it updates the FA_STATUS to *D* to prevent it from re-extracting the same lines.
- The process calculates F&A amounts for all sponsor-funded actual costs (this amount is stored in PeopleSoft Grants and PeopleSoft General Ledger).
- For additional reporting and analysis, you can calculate F&A costs on waived and cost-shared amounts (these amounts are stored only in PeopleSoft Grants).

The process creates the various F&A lines in using this code:

```
Funded F&A Base x Funded F&A Rate = Sponsor F&A (Analysis Type SFA)
```

- The system creates the Sponsor F&A line with all of the ChartFields from the original line and replaces the account with the F&A account that you define on the F&A Options page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options).
- The system creates offset lines for the sponsor F&A line based on the department distribution percentages that you establish on the Project Department page (Grants, Awards, Project, Project Department) and on the offset ChartFields that you define on the F&A Offset page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options).
- The business unit and project appear by default from the original transaction.

The system populates the account from the offset account value in the F&A Options page and populates all other ChartFields based on the values that you enter on the F&A Offset page.

- The F&A process calls the Inter/IntraUnit processor and, based on the established balancing rules, gets any required due to and due from lines.
- The system stores all F&A lines in PeopleSoft Grants and PeopleSoft General Ledger.

If you select the Edit Combinations check box on the Projects Options page (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Projects Options), the F&A process validates combination edits. The combination edit process is optional.

- Based on the selections that you make within the Installed Products page (Set Up Financials/Supply Chain, Install, Installation Options, Products), the F&A process can be subject to commitment control.

If you elect to use PeopleSoft Commitment Control, the F&A expense lines are always budget-checked. In addition, you may also budget-check the revenue offset lines.

Waived and Cost-Shared F&A Lines

Here is some general information about how the system processes waived and cost-shared F&A lines:

- In addition to computing sponsor-funded F&A, you can calculate waived and cost-shared F&A lines.

Define these options at the business unit level.

$$\begin{aligned} &(\text{Institution Base} \times \text{Institution Rate}) - (\text{Funded Base} \times \text{Funded Rate}) \text{ or} \\ &(\text{Sponsor Base} \times \text{Sponsor Rate}) - (\text{Funded Base} \times \text{Funded Rate}) = \text{Waived F\&A} \\ &(\text{Analysis Type WFA}) \end{aligned}$$

- The selection that you make in the Waived FA Calc Method group box on the Project Activity - Definition page determines whether the system calculates this amount using institution or sponsor information.
- The WFA (waived facilities and administration) amount has no offset line and is stored only in the PeopleSoft Grants tables.

This computation captures the difference between the amount of F&A that could have optimally been recovered and the amount that was actually awarded by the sponsor.

$$(\text{Cost Shared Amount} \times \text{Institution Rate}) \text{ or } (\text{Cost Shared Amount} \times \text{Sponsor Rate}) = \text{Cost Shared F\&A (Analysis Type CFA)}$$

- The cost-shared F&A calculation is based upon whether you select the institution or sponsor option on the Project Activity - Definition page.

The CFA (cost share facilities and administration) line has no offset and is stored only in the PeopleSoft Grants tables. This computation allows for the full costing of grants expenditures.

- PeopleSoft Grants stamps all F&A lines with the resource ID from the original transaction.

This provides a link between direct and F&A costs. The Resource ID From field contains this resource ID.

- The system stores all lines created by the F&A process in an audit table that you can use for reconciliation and audit purposes.
- The system stores all lines that fail the F&A process in an error table that you can use to make corrections.

You can view the error log online through the FA Error Interactive Report page (Grants, Awards, FA Error Interactive Report).

How PeopleSoft Grants Uses F&A Rates at the Post-Award Activity Level

The F&A Rates page stores the F&A bases and rates that the F&A process uses. Here's how the system uses F&A rates in post-award processing:

- When you receive an award based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.
- If you establish an award without performing the usual pre-award proposal procedures, the effective dates and rates appear by default based on the rate type that you enter manually.

You must make any other modifications, such as no-cost extensions and continuations, manually.

Note: Never select the same base for two different rate types under the same activity. Likewise, if you establish a base tree with duplicate accounts, never define two bases that contain the same account under the same project activity.

Related Links

[Establishing F&A and Direct-Cost Cost-Sharing Options](#)

[Establishing Project Activities](#)

"Viewing and Handling Budget Transaction Exceptions (*PeopleSoft FSCM 9.2: Commitment Control*)"

Process Facilities Admin Page

Use the Process Facilities Admin (process facilities administration) page (RUN_GM_FA) to process F&A costs.

Navigation

Grants, Awards, Process Facilities Admin

Image: Process Facilities Admin page

This example illustrates the fields and controls on the Process Facilities Admin page. You can find definitions for the fields and controls later on this page.

Process Facilities Admin

User ID VP1 Report Manager Process Monitor Run

Run Control ID fa_1

Program Name GM_GMFACS Process Frequency Always Process

Find | View All First 1 of 1 Last

'BU/Proj/Act Option' All Request Number 1 + -

'Date Option' All

Application Options

☐ Exception Accounting Date

Here is how the system processes F&A information from this page:

- This run control page triggers a PeopleSoft Process Scheduler request. You can process the F&A using the *All* value in the Date Option field.

- You can automate this request to run at certain times, such as on the 15th of every month; however, you must coordinate running this process with running other processes in your financials systems.
- No upper limit is made to F&A amounts in PeopleSoft Grants; the budget checking process ascertains whether you have the funds, and that is the only validation.
- After you run the F&A process in PeopleSoft Grants, run the Journal Generator to send sponsor F&A, its offsets, and any due to and due from lines to PeopleSoft General Ledger.
- When the lines are in PeopleSoft General Ledger, you need to edit them and post them to a ledger.

Exception Accounting Date

Select to specify an accounting date other than the current date for F&A processing. When you select this option, a field appears in which you can select a date. The system assigns the date that you specify to all F&A lines created from this run control page.

FA Error Interactive Report Page

Use the FA Error Interactive Report (facilities administration error interactive report) page (GM_FA_INQ) to display information about F&A errors.

Navigation

Grants, Awards, FA Error Interactive Report

Image: FA Error Interactive Report page

This example illustrates the fields and controls on the FA Error Interactive Report page. You can find definitions for the fields and controls later on this page.

FA Error Interactive Report

Search Criteria for FA Error

Business Unit: EGV05

Project: PI-PRJ60

Activity: IMPLEMENTATION

Accounting Date From: [] Thru: []

Transaction Date From: [] Thru: []

[Search] [Clear]

Facilities and Administration Inquiry

Personalize | Find | View All | [] [] First 1 of 1 Last

| ID | Chartfields | Date and Amount | Errors | Analysis Type | Transaction ID |
|----|-------------|-----------------|--------|---------------|----------------|
| | | | | | |

[<] [>]

Use the fields appearing in the Search Criteria for FA Error group box to search for errors in the F&A process. Click Search.

If errors occur during the F&A process for a particular business unit, project, or activity, it displays the information in the Facilities and Administration Inquiry group box.

Select the ID tab to view the business unit, project, activity, analysis type, and transaction ID.

Select the Chartfields tab to view the GL business unit, department, account, operating unit, fund, program, class, budget reference, product, affiliate, fund affiliate, and operating unit affiliate where the error occurred.

Select the Date and Amount tab to view the transaction date, accounting date, and amount. To view the budget status and error status, select the Errors tab.

Select the Errors tab to view the status of the error and the process instance to use to research the error that occurred when the Process Facilities Admin process was run.

Related Links

"Understanding Exception Handling and Notification (*PeopleSoft FSCM 9.2: Commitment Control*)"

Reviewing PeopleSoft Grants Information

After you implement PeopleSoft Grants and begin generating proposals, awards, and budgets, you can review the inventory of awards and proposals as well as view projected budget and revenue information and variances in budgeted and actual amounts.

This section discusses how to:

- Review award inventories.
- Review projected budget and revenue information for selected projects.
- Review project variances.
- Review proposal inventories.

Pages Used to Review PeopleSoft Grants Information

| Page Name | Definition Name | Navigation | Usage |
|--------------------|------------------------|---|--|
| Award Inventory | GM_AWD_RPTS | Grants, Interactive Reports, Award Inventory | Review inventory of PeopleSoft Grants awards. |
| Project Forecast | GM_PRJ_FCST_RPT | Grants, Interactive Reports, Project Forecast | Review projected budget and revenue information for selected projects. |
| Project Variance | GM_PRJ_VAR_RPT | Grants, Interactive Reports, Project Variance | Review variances in budgeted and actual amounts as well as balances for selected projects. |
| Proposal Inventory | GM_PROP_RPTS | Grants, Interactive Reports, Proposal Inventory | Review inventory of PeopleSoft Grants proposals. |

Award Inventory Page

Use the Award Inventory page (GM_AWD_RPTS) to review inventory of PeopleSoft Grants awards.

Navigation

Grants, Interactive Reports, Award Inventory

Image: Award Inventory page

This example illustrates the fields and controls on the Award Inventory page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Award Inventory' page. At the top, there is a 'Search Criteria' section with the following fields: 'Business Unit' (EGV01), 'Sponsor ID' (1001), 'Award PI ID' (KU0042), and 'Award Status' (Accepted). To the right of these fields are the names 'Apex Systems' and 'Schumacher, Kenneth'. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Details' section with a 'Personalize' link and a 'Find' button. The main table is titled 'Award Inventory Info' and has columns: 'Award ID', 'Sponsor', 'Award PI', and 'Reference Award Number'. The table contains 9 rows of data.

| Award ID | Sponsor | Award PI | Reference Award Number |
|----------|---------------------------------------|---------------------|------------------------|
| GL-0001 | National Institute of Health | Schumacher, Kenneth | |
| GL-0005 | Department of Health & Human Services | Schumacher, Kenneth | |
| GL-0006 | National Institute of Health | Schumacher, Kenneth | |
| GL-0007 | Department of Health & Human Services | Schumacher, Kenneth | |
| GL-0004 | National Institute of Health | Schumacher, Kenneth | |
| GL-0008 | National Institute of Health | Schumacher, Kenneth | |
| GL-0002 | Department of Health & Human Services | Schumacher, Kenneth | |
| GL-0009 | Department of Health & Human Services | Schumacher, Kenneth | |

Use the fields in the Search Criteria for Award Inventory group box to select or enter the information for which you want to view an inventory of proposals that have received funding. Click Search.

Project Forecast Page

Use the Project Forecast page (GM_PRJ_FCST_RPT) to review projected budget and revenue information for selected projects.

Navigation

Grants, Interactive Reports, Project Forecast

Image: Project Forecast page

This example illustrates the fields and controls on the Project Forecast page. You can find definitions for the fields and controls later on this page.

Project Forecast Report

Project Forecast

Business Unit

EGV05

Project

PI-PRJ60

Currency

USD

Lookup Analysis Group

Cost Sharing

Non Cost Sharing

Lookup Dates

Award Begin / End Date

From Date

01/01/2003

To Date

12/31/2009

Extract Begin / End Date

From Date

01/01/2003

To Date

02/22/2013

Retrieve

Details

Personalize

Find

First

1-3 of 3

Last

Project Forecast Info

More Forecast Info

| Account | Budget | Actuals | Encumbered | Pre Encumbered | | |
|---------|---------------|-------------|------------|----------------|---|---|
| 1 6007 | 100,000.000 | 5,000.000 | 0.000 | 0.000 | + | - |
| 2 6013 | 1,046,000.000 | 523,000.000 | 0.000 | 0.000 | + | - |
| 3 6600 | 10,000.000 | 0.000 | 0.000 | 0.000 | + | - |

Select the project information that you want to retrieve—either cost-sharing or noncost-sharing. Select the from and to dates for which you want to retrieve information. Click Retrieve.

Project Variance Page

Use the Project Variance page (GM_PRJ_VAR_RPT) to review variances in budgeted and actual amounts as well as balances for selected projects.

Navigation

Grants, Interactive Reports, Project Variance

Image: Project Variance page

This example illustrates the fields and controls on the Project Variance page. You can find definitions for the fields and controls later on this page.

Project Variance Report

Project Variance

Business Unit EGV05

Project PI-PRJ60

Currency USD

Lookup Analysis Group

☐ Cost Sharing
 ☒ Non Cost Sharing

Lookup Dates

From Date 01/01/2003

To Date 02/22/2013

Retrieve

Details

Personalize

Find

First

1-3 of 3

Last

Project Variance Info

More Variance Info

| Account | Account Description | Budget | Actuals | Encumbered | Pre Encumbered | | |
|---------|---------------------|---------------|-------------|------------|----------------|---|---|
| 1 6007 | Personnel Expenses | 100,000.000 | 5,000.000 | 0.000 | | + | - |
| 2 6013 | Equipment Purchases | 1,046,000.000 | 523,000.000 | 0.000 | | + | - |
| 3 6600 | Applied Overhead | 10,000.000 | 0.000 | 0.000 | | + | - |

Select the project information that you want to retrieve—either cost-sharing or noncost-sharing. Select the from and to dates for which you want to retrieve information. Click Retrieve.

Proposal Inventory Page

Use the Proposal Inventory page (GM_PROP_RPTS) to review inventory of PeopleSoft Grants proposals.

Navigation

Grants, Interactive Reports, Proposal Inventory

Image: Proposal Inventory page

This example illustrates the fields and controls on the Proposal Inventory page. You can find definitions for the fields and controls later on this page.

Proposal Inventory

Search Criteria

Business Unit:

Sponsor ID:

PI ID:

Status:

Type:

Proposal Date

Start: From To

End: From To

Due: From To

Submission: From To

Details Personalize | Find | First 1-2 of 2 Last

More Info

| Proposal ID | Version ID | Title | Proposal PI | Type | Start Date | End Date | Due Date | Submitted On |
|----------------------------------|------------|---------------------|--------------|------|------------|------------|------------|----------------------|
| PC00000000000007 | V101 | Protein's struct II | Kessler,Marc | New | 01/01/2006 | 12/31/2008 | 03/24/2009 | 03/24/2009 8:11:34AM |
| PC00000000000007 | V101 | Protein's struct II | Kessler,Marc | New | 01/01/2006 | 12/31/2008 | 03/24/2009 | 03/24/2009 8:11:34AM |

Use the fields in the Search Criteria group box to select or enter the information for which you want to view an inventory of proposals. Click Search. Click the Proposal ID link to view the proposal.

Here is the proposal date search criteria:

- If you enter a From date, the system returns all proposals having a date on or after the entered date.
- If you enter a To date, the system returns all proposals having a date on or before the entered date.
- If you enter both From and To dates, the system returns all proposals having dates between the entered dates.

Closing Out Awards

This section provides an overview of contract closeouts and project and activity close outs and discusses how to:

- Close out contracts.
- Create status types to limit transactions coming into PeopleSoft Project Costing.
- Close out projects.
- Close out activities.
- Close out budgets.

- Initiate the Budget Close process

Pages Used to Close Out Awards

| Page Name | Definition Name | Navigation | Usage |
|----------------------|------------------------|--|--|
| Contract - General | CA_HDR_PNL | Customer Contracts, Create and Amend, General Information, General | Close out award lines. |
| Status Types | PROJ_STATUS_DEFN | Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Status Types | Create status types and set control actions to limit transactions coming into PeopleSoft Project Costing from cost-feeder applications. |
| Project - Status | PROJECT_STATUS | Project Costing, Project Definitions, Status | Set the status for a project. |
| Activity - Status | PROJECT_ACT_STATUS | Project Costing, Activity Definitions, Status | Set the status for an activity. |
| Closing Rule Options | KK_CLOSE_DEFN1 | Commitment Control, Close Budget, Define Closing Rule, Closing Rule Options | Define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated. |
| Budget Close Request | KK_CLOSE_REQUEST | Commitment Control, Close Budget, Process Budget Close | Initiate the Budget Close process. |

Understanding Contract Close Outs

Contracts with *Closed* status have these attributes:

- Data fields are not available for entry.
- Downstream processing is not allowed for the contract.
- The contract passed system data validation to verify that all processing that is related to the contract is complete.
- The contract is not included in prompt pages for other applications.

When you are closing out contracts, be aware that:

- No system checks prohibit you from changing the status of a contract from *Pending* to *Closed*.

For you to change the process status for a contract from *Active* to *Closed*, billing plans must not be linked to a contract with a status of *In Progress*.

Here are some reminders:

- Unless you are closing a contract due to termination, verify that the status for all billing plans is *Complete*.

You can close a contract that is linked to a billing plan with a status of *Pending* or *Ready*.

- The revenue recognition plan status for any revenue recognition plans that are linked to the contract must not be *In Progress*.
- Unless you are closing a contract due to termination, verify that the status for all revenue recognition plans is *Completed* or *Canceled*.

You can close a contract that is linked to a revenue recognition plan with a status of *New*, *Ready*, or *Reversed*.

- Verify that no amendments are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.
- Verify that no prepayments are *Pending* or *Active*; they must be either *Complete* or *Inactive*.
- Verify that no renewal packages are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.

The processing statuses can flow forwards only; that is, you cannot:

- Change the status from *Active* back to *Pending*.
- Change the status from *Closed* back to *Active*.
- Change the status from *Closed* back to *Pending*.

When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next processing status level. Unless the contract meets all of the necessary criteria, the processing status cannot advance.

Understanding Project and Activity Close Outs

You can control resource transactions that come from PeopleSoft feeder systems based on the analysis type of the incoming transactions.

To do this, you must first set status control options on the Status Types page, then assign a status type to the project or activity. The options that you set for that status type determine whether PeopleSoft Project Costing allows incoming transactions based on their analysis types.

Because status types are effective-dated, you can define multiple statuses and apply them sequentially to a project or activity over time.

You can control incoming transactions at either the project or activity level

Related Links

"Controlling Incoming Transactions (*PeopleSoft FSCM 9.2: Project Costing*)"

"Status Types Page (*PeopleSoft FSCM 9.2: Project Costing*)"

"Creating and Defining Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

Contract - General Page

Use the Contract - General page (CA_HDR_PNL) to close out award lines.

Navigation

Customer Contracts, Create and Amend, General Information, General

Image: Contract - General page

This example illustrates the fields and controls on the Contract - General page. You can find definitions for the fields and controls later on this page.

Change the contract status to *Closed* to indicate that either the contract has been terminated midstream (the status went directly from *Pending* to *Closed* or was canceled after processing) or archived (all contractual obligations have been fulfilled and all entitlements received). Contracts that are set to *Closed* are removed from processing and views, but the historical contract data is still available by query.

Note: For as-incurred billing plans, you must manually change the status on the Billing Plan General page because the system doesn't know when the last transactions have been accumulated in PeopleSoft Project Costing and processed through to PeopleSoft Billing.

For as-incurred revenue recognition (award revenue), you must manually change the revenue recognition plan status to *Done* because the system does not know when the last transactions were accumulated in PeopleSoft Project Costing and processed through to revenue recognition. If your as-incurred revenue recognition plan has events associated with it, you must wait until all events are complete before you can change the revenue recognition plan status to *Done*.

Related Links

"Defining Contract Types (*PeopleSoft FSCM 9.2: Contracts*)"

Status Types Page

Use the Status Types page (PROJ_STATUS_DEFN) to create status types and set control actions to limit transactions coming into PeopleSoft Project Costing from cost-feeder applications.

Navigation

Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Status Types

Image: Status Types page

This example illustrates the fields and controls on the Status Types page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Status Types' page with the following fields and controls:

- Status Type Section:**
 - Effective Date: 01/01/1900
 - *Status: Inactive
 - *Status Description: Approved
 - Processing Status: Inactive
- Status Control Section:**
 - Analysis Type: (empty)
 - Control Action: (empty)

You can identify the project statuses that you want to use.

Effective Date

Select the date when the status change goes into effect. Status types are effective-dated, so multiple statuses can be defined and applied sequentially to a project or activity over time.

Status

Active appears by default. Select *Inactive* to deactivate the status control options that are associated with the effective date.

Processing Status

Select a system-delivered value of *Active*, *Inactive*, or *Pending*. Each project status also needs to be associated with a processing status in the system.

Analysis Type

Select an analysis type to specify the transactions used by a feeder application that you want to exert control over. The analysis type from each feeder application is defined on the Installation Options - Project Costing Integration page.

Control Action

Select a value to associate with the analysis type. Values include:

- *Warning*: A warning appears before PeopleSoft Project Costing accepts transactions that are specified in the Analysis Type field.
- *Reject*: Transactions that are specified in the Analysis Type field are rejected by PeopleSoft Project Costing.

- None (blank): No project control action occurs if the Project Control Action check box is blank

Warning! Status type flags (project control actions) do not prevent feeder system transactions from being posted to PeopleSoft General Ledger because the transactions are already part of the PeopleSoft Financials system. The Reject Project Control action prevents the transaction from being entered in PeopleSoft Project Costing only.

Project - Status Page

Use the Project - Status page (PROJECT_STATUS) to set the status for a project.

Navigation

Project Costing, Project Definitions, Status

Image: Project - Status page

This example illustrates the fields and controls on the Project - Status page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Project - Status' page. At the top, the page title is 'Status'. Below it, the project information is displayed: 'Project PI-PRJ20' and 'Description Nanotechnology applied on chem'. The main section is titled 'Project Status' and includes a search bar with 'Find | View All' and pagination controls showing 'First 1 of 1 Last'. The form contains several input fields: 'Effective Date' with the value '01/01/2008', 'Sequence' with the value '0', 'Status' with the value 'A', 'Priority' with the value '0', and 'Interest Calculation Factor' with the value '0.0'. A large text area for 'Comments' is at the bottom. The word 'Approved' is displayed next to the 'Status' field.

This page drives the processing status on the Project General page. To activate a project, you add a new row with the status that is listed on the Project Setup page as Active. This is how you activate the project during the Award Generation process with prespending.

To restrict incoming transactions, set the Status field to *Closed*. A closed project does not appear in prompt lists in PeopleSoft feeder systems.

Activity - Status Page

Use the Activity - Status page (PROJECT_ACT_STATUS) to set the status for an activity.

Navigation

Project Costing, Activity Definitions, Status

Image: Activity - Status page

This example illustrates the fields and controls on the Activity - Status page. You can find definitions for the fields and controls later on this page.

To restrict incoming transactions, set the Status field to *Closed*. A closed activity does not appear in prompt lists in PeopleSoft feeder systems.

Closing Rule Options Page

Use the Closing Rule Options page (KK_CLOSE_DEFN1) to define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.

Navigation

Commitment Control, Close Budget, Define Closing Rule, Closing Rule Options

Image: Closing Rule Options page

This example illustrates the fields and controls on the Closing Rule Options page. You can find definitions for the fields and controls later on this page.

Use this page to define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.

After you identify the closing rules for a PeopleSoft Commitment Control budget, you can process the close when you need to by using the Budget Close Request page. The Budget Close process (FSPYCLOS) applies the closing rules to the selected PeopleSoft Commitment Control budget ledgers. You can review the results on the Calculation Log on the Budget Closing Inquiry page.

If you make a mistake, use the Budget Close Request page to undo a close.

Related Links

"Understanding Commitment Control Budget Closing and Withdrawal Without Closing (*PeopleSoft FSCM 9.2: Commitment Control*)"

Budget Close Request Page

Use the Budget Close Request page (KK_CLOSE_REQUEST) to initiate the Budget Close process.

Navigation

Commitment Control, Close Budget, Process Budget Close

Image: Budget Close Request page

This example illustrates the fields and controls on the Budget Close Request page. You can find definitions for the fields and controls later on this page.

Budget Close Request

Run Control ID: DSAD Report Manager Process Monitor Run

Go To Budget Close Validation

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

☐ Once
☐ Always
☒ Don't Run

Request Number: 1

'Business Unit for Prompting': US001

Closing Set:

As of Date: 02/22/2013

'Request Type': Close Undo List

'Output Options': Create Calc Log and Output

Specify Business Unit(s)

☒ Selected Detail Values
☐ Detail - Selected Parents

Tree SetID:

Tree:

Level:

Select Business Units Find | 1 of 1

'Values/Nodes':

Instructions for using the Budget Close Request page appear in the *PeopleSoft Commitment Control* documentation.

Related Links

"Running and Validating the Budget Close Process to Close and Reopen Budgets (*PeopleSoft FSCM 9.2: Commitment Control*)"

Preparing and Submitting a Protocol

Preparing and Submitting a Protocol

These topics provide an overview of protocol management and discuss how to:

- Maintain protocol information.
 - Enter protocol data.
 - Maintain committee meetings and dispositions.
 - Copy protocols and versions.
-

Understanding Protocol Management

Protocol Management provides an automated system that enables you to document and amend human and animal protocols and to manage the necessary approving authority approval processes.

This section discusses:

- Protocol architecture.
- Rules for status and phase types.

Protocol Architecture

The Protocol Management architecture has two levels: header and version. There is a header level and a child version level. Header information remains static regardless of the many modifications, reviews, or renewals that the protocol undergoes in its full life cycle. Version information may change frequently; therefore, copy version functionality is necessary to avoid manually reentering data into the next version as well as to retain history. The distinction between these levels enables maximum flexibility in copying versions and in tracking changes between versions, which is essential to protocol management.

Rules for Status and Phase Types

A protocol undergoes a series of phases during its life. The system captures phases at the version level through the phase type. A protocol moves from one phase to the next by way of version creation. Only one version can govern at any one time and is considered the current version. By viewing the versions in relation to one another on the version grid, you can determine the history and flow of the protocol life. Phases and versions follow these rules:

- The system creates the initial, new protocol header with a version of phase type *New* and status of *Draft*.

You cannot add or copy versions at this stage.

- When you submit the protocol version, the status changes to *Pending*.

You cannot copy this version until the status changes to *Approved* or *Returned*.

- If the disposition is issued as approved, the status also changes to *Approved*.

You can now copy the protocol version.

- If the disposition is issued as returned, the status also changes to *Returned*.

You can now copy the protocol version.

Note: You can copy any protocol that is in any status. The status of the new copied protocol is always reset to *Draft*. You can copy a protocol version only when the status is *Approved* or *Returned*.

Note: Restrictions exist for copying a protocol version. A protocol is copied to a brand new protocol within the same protocol type. For example, animal to animal and human to human.

This table describes the seven protocol management statuses:

| Status | Description |
|---------------|---|
| Draft | The version is added or copied, but not submitted. |
| Pending | The draft version is submitted for the review process. |
| Approved | The pending version is reviewed and approved by the reviewing authority. |
| Denied | The pending version is reviewed and denied by the reviewing authority. You can only copy this protocol to a new protocol. |
| Returned | The pending version is reviewed and returned for further modifications by the reviewing authority. |
| Expired | The version is approved and has expired because the project end date has passed. |
| Inactive | The version is submitted for the review process but no action was taken against it. |

The version level status reflects the status for the entire protocol (for example, header) as only one version governs at any given time. Carrying the status at the version level allows for maximum flexibility when you are creating the various phase type protocol versions.

The phase type enables you to track the submissions and re-submissions of the various phases of the protocol. The reviewing committee must be able to track such changes to make their final approval as well as for ongoing reviews and reporting. A phase type, along with the status, helps identify which phase the protocol is in. The phase types are:

- *New*: Indicates a brand new protocol version.

This is the first phase.

- *Modified*: Indicates changes or updates being made to either:
 - An approved protocol version, which is initiated by the Principal Investigator (PI) (for example, a minor amendment).
 - A pending protocol version that was returned by the review committee (for example, a clarification of methodology).

The PI updates the modified version with appropriate changes and then resubmits it for approval.

- *Continuing Review*: Indicates a scheduled review of how the protocol research is progressing.

The PI is responsible for informing the review committee of the progress for their approval.

- *Renewal*: Indicates updates to the approved protocol so the protocol is renewed or extended.

You can copy a protocol nearing its end date to a new version and reenter a new start and end date.

Note: You can also create a new protocol ID for this purpose. By copying a version, however, you have the advantage of retaining the link with the previous approved protocol period and header.

This table shows the rule set for how the phase type and status, along with other fields, interact and change the state of the protocol:

| Phase Type | Original Status | Approval, Denied, and Returned Dates Populated | Status Changed To | Description | Status Change Trigger |
|-------------------|------------------------|---|--------------------------|---|---|
| New | Draft | N/A | Pending | You submit a new draft protocol for review. | Click the Submit button. The system enters a value into the Submitted Date field and changes the status to <i>Pending</i> . |
| New | Draft | N/A | Inactive | You create a new protocol, but no action is taken against it. | Run batch process for statuses remaining in <i>Draft</i> , <i>Pending</i> , and <i>Returned</i> status for a long time. Proceed with a follow-up action, such as changing the status to <i>Inactive</i> . |

| Phase Type | Original Status | Approval, Denied, and Returned Dates Populated | Status Changed To | Description | Status Change Trigger |
|-------------------|------------------------|---|--------------------------|--|---|
| New | Pending | Yes/Denied | Denied | The committee review denies approval. | Committee review issues a disposition of <i>Denied</i> , and the system updates the Disposition Date field and changes the status to <i>Denied</i> . |
| New | Pending | Yes/Returned | Returned | The committee review requests changes to a protocol. | Committee review issues a disposition of <i>Returned</i> . The system updates the Returned On Date field and changes the status to <i>Returned</i> . You must now create a modified type version and resubmit that version. |
| New | Pending | N/A | Inactive | You submit the protocol to the committee for review; however, no action is taken against it. | Run batch process for statuses remaining in <i>Draft</i> , <i>Pending</i> , and <i>Returned</i> status for a long time. Proceed with a follow-up action, such as changing the status to <i>Inactive</i> . |
| New | Pending | Yes/Approved | Approved | The protocol is submitted, reviewed, and approved. | Committee review issues a disposition of <i>Approved</i> . The system updates the Disposition Date field and changes the status to <i>Approved</i> . |
| New | Approved | N/A | Expired | An approved protocol expires because the project end date has passed. | The system changes the status when a scheduled batch process runs. |

| Phase Type | Original Status | Approval, Denied, and Returned Dates Populated | Status Changed To | Description | Status Change Trigger |
|-------------------|------------------------|---|--------------------------|--|---|
| New | Returned | N/A | Inactive | The committee returns the protocol for further modification; however, no action is taken against it. | Run batch process run for statuses remaining in <i>Draft</i> , <i>Pending</i> , and <i>Returned</i> status for a long time. Proceed with a follow-up action, such as changing the status to <i>Inactive</i> . |
| New | Denied | N/A | N/A | The committee denies the protocol. | You cannot change this status. The system stops the status flow process and captures the status for recording purposes. |
| New | Inactive | N/A | N/A | The protocol is inactive because no action is taken against it. | You cannot change this status. The system stops the status flow process and captures the status for recording purposes. |
| New | Expired | N/A | N/A | The approved protocol expires. | You cannot change this status. The system stops the status flow process and captures the status for recording purposes. |
| Modified | Draft | 1) N/A or 2) Yes/Returned | Pending | You copy an approved protocol to a modified version and resubmit it for review again. Alternatively, the committee requests amendments to a new protocol before its approval. You copy it to a modified version, update it, and then resubmit it for final approval. | Click the Submit button. The system then updates the Submitted Date field, and changes the status to <i>Pending</i> . |

| <i>Phase Type</i> | <i>Original Status</i> | <i>Approval, Denied, and Returned</i> <i>Dates Populated</i> | <i>Status Changed To</i> | <i>Description</i> | <i>Status Change Trigger</i> |
|--------------------------|-------------------------------|---|---------------------------------|---------------------------|-------------------------------------|
| Modified | Draft | N/A | Inactive | See description for New. | See status change trigger for New. |
| Modified | Pending | Yes/Denied | Denied | See description for New. | See Status Change Trigger for New |
| Modified | Pending | Yes/Returned | Returned | See description for New | See status change trigger for New. |
| Modified | Pending | N/A | Inactive | See description for New. | See Status Change Trigger for New |
| Modified | Pending | Yes/Approved | Approved | See description for New | See status change trigger for New. |
| Modified | Approved | N/A | Expired | See description for New. | See status change trigger for New. |
| Modified | Returned | N/A | Inactive | See description for New. | See status change trigger for New. |
| Modified | Denied | N/A | N/A | See description for New. | See status change trigger for New. |
| Modified | Inactive | N/A | N/A | See description for New. | See status change trigger for New. |
| Modified | Expired | N/A | N/A | See description for New. | See status change trigger for New. |
| Renewals | Draft | N/A | Pending | See description for New. | See status change trigger for New. |
| Renewals | Draft | N/A | Inactive | See description for New. | See status change trigger for New. |
| Renewals | Pending | Yes/Denied | Denied | See description for New. | See status change trigger for New. |
| Renewals | Pending | Yes/Returned | Returned | See description for New. | See status change trigger for New. |
| Renewals | Pending | N/A | Inactive | See description for New. | See status change trigger for New. |
| Renewals | Pending | Yes/Approved | Approved | See description for New. | See status change trigger for New. |
| Renewals | Approved | Yes/Approved | Expired | See description for New. | See status change trigger for New. |

| <i>Phase Type</i> | <i>Original Status</i> | <i>Approval, Denied, and Returned Dates Populated</i> | <i>Status Changed To</i> | <i>Description</i> | <i>Status Change Trigger</i> |
|--------------------------|-------------------------------|--|---------------------------------|---------------------------|-------------------------------------|
| Renewals | Returned | N/A | Inactive | See description for New. | See status change trigger for New. |
| Renewals | Denied | N/A | N/A | See description for New. | See status change trigger for New. |
| Renewals | Inactive | N/A | N/A | See description for New. | See status change trigger for New. |
| Renewals | Expired | N/A | N/A | See description for New. | See status change trigger for New. |
| Continuing Renewals | Draft | N/A | Pending | See description for New. | See status change trigger for New. |
| Continuing Renewals | Draft | N/A | Inactive | See description for New. | See status change trigger for New. |
| Continuing Renewals | Pending | Yes/Denied | Denied | See description for New. | See status change trigger for New. |
| Continuing Renewals | Pending | Yes/Returned | Returned | See description for New. | See status change trigger for New. |
| Continuing Renewals | Pending | N/A | Inactive | See description for New. | See status change trigger for New. |
| Continuing Renewals | Pending | Yes/Approved | Approved | See description for New. | See status change trigger for New. |
| Continuing Renewals | Approved | Yes/Approved | Expired | See description for New. | See status change trigger for New. |
| Continuing Renewals | Returned | N/A | Inactive | See description for New. | See status change trigger for New. |
| Continuing Renewals | Denied | N/A | N/A | See description for New. | See status change trigger for New. |
| Continuing Renewals | Inactive | N/A | N/A | See description for New. | See status change trigger for New. |
| Continuing Renewals | Expired | N/A | N/A | See description for New. | See status change trigger for New. |

Maintaining Protocol Information

This section provides an overview of the maintain protocol header component and discusses how to:

- Maintain protocol information.
- Create attachments.

Pages Used to Maintain Protocol Information

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------|------------------------|---|---|
| Maintain Protocol | GM_PCL_HDR | Grants, Protocols, Maintain Protocol, Maintain Protocol | Enter static, header-level protocol data. |
| Attachments | GM_PCL_HDR_ATT | Grants, Protocols, Maintain Protocol, Attachments | Enter static, header-level protocol data. |

Understanding the Maintain Protocol Header Component

The maintain protocol header component captures static, header level protocol data, which remains consistent even if amendments, modifications, or renewals are created. This header component serves as the parent for version-level data. Parent and child architecture allows for maximum flexibility in design—for the copy functionality, the ability to associate multiple approved iterations of a protocol during its total life cycle. The Version History grid displays all versions for this protocol. You maintain history because each version, after being submitted, is locked down and becomes uneditable. Both human and animal type protocols share the same portal navigation to the General Information search and add page. They share the same underlying architecture; however, depending on the associated protocol subtype, various fields and pages become hidden or available.

Maintain Protocol Page

Use the Maintain Protocol page (GM_PCL_HDR) to enter static, header-level protocol data.

Navigation

Grants, Protocols, Maintain Protocol, Maintain Protocol

Image: Maintain Protocol page

This example illustrates the fields and controls on the Maintain Protocol page. You can find definitions for the fields and controls later on this page.

Maintain ProtocolAttachments

Protocol ID1004Business UnitEGV05

Protocol TypeHUMN

Short TitleDNA Samples

Long TitleModel Ethical Protocol for Collecting DNA Samples

AbstractThis Project is an international effort to collect, preserve, analyze, and make available genetic and ethnographic information from people all around the world. The Project expects that its work will lead to advances in understanding the biological development and the history of our species and, ultimately, in understanding and treating many diseases with genetic components. The Project will collect DNA samples and ethnographic information from communities throughout the world, thus correcting the current bias in research in human genetics toward people of European descent.

Version List

| | Version | Phase Type | Status | Expires on | Submitted On | Disposition Date | Review Type | Copy Version |
|---|---------|------------|---------|------------|--------------------|------------------|-------------|--------------|
| 1 | V101 | New | Pending | | 03/07/05 5:10:58PM | | | |

Protocol ID Displays the system-generated protocol ID. The creation of a protocol ID always generates the initial new or draft version. The system uses a Next numbering scheme to get the next available number. Also, for copy or copy versions, attachments are not copied.

Protocol Type Displays the protocol type selected on the Search/Add page. Values include *ANIM* and *HUMN*.

Short Title Enter a short title.

Long Title Enter a more descriptive title, as needed.

Abstract Enter a summary of the overall project plan, or attach a document on the Attachment page.

Version List

Version Click to go to a specific version component. Upon initial creation of the header, only version ID, phase type, and status data appear until you enter other data on the version component. When a Protocol Header is added, one new version is always created. Also, for the person who is creating the Header, a role of Authorized is added on the Protocol Version - Personnel page.

Phase Type Displays the current protocol phase. A protocol has multiple phases in its life cycle, and these types identify which phase the protocol is in. Values include:

- *New*: Indicates a new protocol version that is in the first phase.
- *Modified*: Indicates changes or updates that are being made to 1) an approved protocol version that was initiated by a PI (for example, a minor amendment) or 2) a pending protocol version that was returned by the review committee (for example, a disposition requesting a clarification of methodology) for which the PI will make changes in preparation to resubmit for approval.
- *Renewal*: Indicates updates to approved protocol for the purpose of renewing or extending protocol research. In this case, you also update the start and end dates.
- *Continuing Review*: Indicates a scheduled review of how the protocol research is progressing. The PI is responsible for informing the review committee of the progress, for their approval. This schedule is predetermined by the institution and typically happens at intervals of no greater than a year.

Status

Displays the protocol status. System events update the field. Values include:

- *Draft*: Version is added but not yet submitted.
- *Pending*: Version is submitted (date and time stamped) for the review process.
- *Approved*: The pending version is reviewed and approved by the reviewing authority.
- *Denied*: The pending version is reviewed and denied by the reviewing authority. You cannot change this status. It captures indefinitely that this version was rejected. You can copy this protocol to a new protocol, but cannot act against it in any other way.
- *Returned*: The reviewing authority reviewed and returned the pending version for further modifications.

Expires On

Displays the date on which the protocol expires and the research ceases on human and animal subjects.

Submitted On

Displays the date and time when you clicked the Submit button on the Version page.

Disposition Date

Displays the date on which the reviewing authority recorded the disposition on the committee review components.

Review Type

Displays the type of review selected by the committee administrator. Values include: *Exempt*, *Expedited*, and *Full*.

Copy Version

Click to access the Copy Protocol Version page. The copy version enables you to create a new version within the same protocol.

Maintain Protocol - Attachments Page

Use the Maintain Protocol - Attachments page (GM_PCL_HDR_ATT) to enter static, header-level protocol data.

Navigation

Grants, Protocols, Maintain Protocol, Attachments

Number of Requests

The system automatically generates the number of requests.

Entering Protocol Data

This section provides overviews of protocol data entry, animal subject (IACUC) tasks, and human subject (IRB) tasks and discusses how to:

- Create and submit version information.
- Enter personnel data.
- Enter human subject data.
- Enter a subject justification.
- Enter animal data.
- Enter an animal justification.
- Enter purpose, methods, and procedures.
- Enter procedures.
- Enter hazardous agents.
- Enter U.S. Food and Drug Administration (FDA) approval information.
- Enter euthanasia disposition.
- Create attachments.

Pages Used to Enter Protocol Data

| Page Name | Definition Name | Navigation | Usage |
|------------------------------------|------------------------|--|---|
| Version Info (version information) | GM_PCL_VRSN | Grants, Protocols, Enter Protocol Detail | Enter overall version information that is pertinent to the administration of the protocol, and then submit the version. |
| Approval Status & History | GM_PCL_APPROVE | Click the Approval Status & History link on the Version Info page. | View the approval status and history of the protocol. This page is available for review types Exempt or Expedited after the protocol is submitted. |
| Approver Comments | GM_DCL_APP_COMMENT | Click the Comments button on the Approval Status & History page. | Add comments. |
| Faculty Advisor Details | GM_PCL_PI_DTLS | Click the Faculty Advisor Details link on the Version Info page. | Enter the name of and statement for the faculty advisor. |
| Study Location | GM_PCL_LOC | Click the Study Location link on the Version Info page. | Select the code for the study location. This page is available only for human protocols. |
| Adverse Event Details | GM_PCL_ADVRS_EVT | Click the Adverse Events Details link on the Version Info page. | Enter a description of the adverse event. |
| Assurance Information | GM_PLG_ASSUR_INFO | Click the Assurance Information link on the Version Info page. | Enter an assurance ID, and approval and expiration dates. This page is available only for animal protocols. |
| Notification History | GM_PLG_WF_HIS | Click the Notification History link on the Version Info page. | View notification history. |
| Personnel | GM_PCL_PROF | Grants, Protocols, Enter Protocol Detail, Personnel | Enter role and affiliation details for personnel who are associated with the protocol. |
| Details | GM_PCL_PROF_DTLS | Click the Detail button on the Personnel page. | Enter departmental details, such as phone and email information, for personnel who are associated with the protocol. |
| Training | GM_PCL_PROF_TRN | Click the Training button on the Personnel page. | Enter all relevant training that each person received, including training date and a description of the training. This page is available only for Animal protocols. |

| Page Name | Definition Name | Navigation | Usage |
|-----------------------------|------------------------|---|---|
| Notes | GM_PCL_PROF_NOTES | Click the Notes button on the Personnel page. | Enter notes about associated personnel and the person's relationship with the protocol. |
| Subjects | GM_PCL_SUB | Grants, Protocols, Enter Protocol Detail, Subjects | <p>Enter all data that is related to the subjects who are required to conduct this particular protocol project.</p> <p>This page is available only for human protocols. It is hidden for animal protocols.</p> |
| Subject Justification | GM_PCL_SUB_JUST | Click the Justification button on the Subjects page. | Enter details about the justification for the use of subjects for the protocol. |
| Certification of Compliance | GM_PCL_SUB_CERT | Click the Certification Compliance button on the Subjects page. | Enter a title and description for the certification of compliance. |
| Consent and Compensation | GM_PCL_SUB_CONS | Click the Consent and Compensation button on the Subjects page. | Enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects. |
| Subject Risks and Benefits | GM_PCL_SUB_RIBE | Click the Risks and Benefits button on the Subjects page. | <p>Enter a detailed explanation of the consent forms that the subjects sign.</p> <p>If the subject type is <i>Children</i>, then enter specifics for obtaining consent from children. The attachment of the actual consent form is also required.</p> |
| Animals | GM_PCL_ANM | Grants, Protocols, Enter Protocol Detail, Animals | <p>Enter all data that is related to the animal subjects that are required to conduct this particular protocol project.</p> <p>This page is available only for animal protocols. It is hidden for human protocols.</p> |
| USDA Classification | GM_PCL_ANM_USDA | Click the USDA Classification button on the Animals page. | Enter details about the USDA (United States Department of Agriculture) classification. |
| Animal Justification | GM_PCL_ANM_JUST | Click the Justification button on the Animals page. | Enter details about the justification for the use of animal subjects for the protocol. |

| Page Name | Definition Name | Navigation | Usage |
|------------------------------|------------------------|---|---|
| Certification of Compliance | GM_PCL_ANM_CERT | Click the Certification button on the Animals page. | Enter a title and description for the certification of compliance. |
| Facilities and Care | GM_PCL_ANM_CERT | Click the Facilities and Care button on the Animals page. | Enter detailed information about the facilities that are being used for this protocol. |
| Purpose, Methods & Procedure | GM_PCL_PROC | Grants, Protocols, Enter Protocol Detail, Purpose, Methods & Procedure | Enter detailed information about the purpose, methods, and procedure that are associated with the protocol. |
| Procedures | GM_PCL_OTHR_DTL | Click the Procedures link on the Purpose, Methods & Procedure page. | Enter detailed information about the procedures that are used in this protocol. |
| FDA Approval | GM_PCL_FDA | Click the FDA Approval Info link on the Purpose, Methods & Procedure page. | Enter detailed information about the FDA approval that is associated with this protocol. |
| Hazardous Agents | GM_PCL_HAZA | Click the Hazardous Agents link on the Purpose, Methods & Procedure page. | Enter detailed information about hazardous chemicals or materials that are used in this protocol. |
| Euthanasia/Disposition | GM_PCL_EUTH | Click the Euthanasia/Disposition link on the Purpose, Methods & Procedure page. | Enter detailed information about the method of euthanasia or disposition that is used in this protocol. |
| Attachments | GM_PCL_VRSN_ATT | Grants, Protocols, Enter Protocol Detail, Purpose, Attachments | Attach files that are associated with the protocol. |

Understanding Protocol Data Entry

The Version Information component captures the majority of the protocol data that is required for the specific type of research involving human or animal subjects. Each subheading and table in this section represents a logical grouping of the data fields required in protocol management. In this component, the tabs represent the sub-groupings. The information in this component is created from a new proposal or copied from another version.

Understanding Protocol Approval

The Protocol Administrator submits the completed protocol. This action changes the protocol status to *Pending* and triggers workflow to send an email and/or a worklist to the roles defined on the Approval/Notification Process page. The Protocol Administrator can access the Protocol Administration page through a worklist or navigation to query the pending protocols in the system and assign one of three Review Types to the protocol. The Review Types are: *Exempt*, *Expedited*, and *Full Review*. When a protocol is assigned *Full Review*, the Protocol Administrator assigns a Committee ID and a Meeting ID.

If the Review Type is *Exempt* or *Expedited*, the system sends an email and/or a worklist to the first level of approvers. The approver approves, denies, or returns the protocol through the worklist, which triggers workflow to send emails about the protocol status. The approver can request the Protocol Administrator to change the Review Type or have someone else issue the disposition by sending a worklist to the Protocol Administrator.

If the Review Type is *Full Review*, the system sends email to all committee members. After the committee meets and decides the disposition, the Protocol Administrator enters the disposition using the Protocol Disposition page, which triggers workflow to send an email notification about the approval status.

Version Info Page

Use the Version Info (version information) page (GM_PCL_VRSN) to enter overall version information that is pertinent to the administration of the protocol, and then submit the version.

Navigation

Grants, Protocols, Enter Protocol Detail

Image: Version Info page

This example illustrates the fields and controls on the Version Info page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Version Info' page with the following sections and fields:

- Navigation Tabs:** Version Info (selected), Personnel, Subjects, Purpose, Methods & Procedures, Attachments.
- Protocol Information:**
 - Protocol ID: 1004
 - Business Unit: EGV05
 - Protocol Type: HUMN
 - Short Title: DNA Samples
 - Version: V101
 - Description: DNA Samples
 - Submit button
- Phase and Review Information:**
 - Phase Type: New
 - Requested Review: (dropdown menu)
 - Department: Biology Department
 - PI Name: Schumacher, Kenneth
 - *Start Date: 02/12/2005
 - *End Date: 02/17/2005
- Checkboxes and Links:**
 - ☒ Student PI (Faculty Advisor Details, Study Location)
 - ☒ Adverse Event (Adverse Event Details)
- Status Update Panel:**
 - Status: Pending
 - Submitted On: 03/07/05 5:10:58PM
 - Review Type Assigned
 - Committee
 - Meeting ID
 - Meeting Date
 - Start Time
 - Disposition Date
 - Next CR Date: 02/12/2006
 - CR Duration: 12 Months
- Comments Section:**
 - Find | View All | First | 1 of 1 | Last
 - DateTime Stamp: 02/23/13 4:01PM
 - Description: (text area)
- Footer:** Go To | Notification History

Submit

Click the Submit button to initiate a submission for review. If you have not saved the component, a message appears asking whether you want to save and then submit. After the version is submitted, the button is not available, and the version is uneditable.

Approval Status & History

Click to view the approval status and history of the protocol. This option is available only for Review Type Assigned of *Exempt* or *Expedited*.

Phase Type

Displays the phase type. Values include:

- *New*
- *Modified*
- *Renewal*
- *Continuing Review*

Requested Review

Select the preferred review process. This field does not determine the final review process; however, it indicates the PI's preference. The field is informational only. Values include: *Full*, *Expedited*, and *Exempt*.

Start Date

Select the anticipated start date of the protocol project. This date typically matches or precedes the proposal start date. The disposition date, however, must precede the start date because the protocol approval is required before the actual start of the project.

Note: Changing the start date calculates the next Continuing Review date.

End Date

Select the anticipated end date of the protocol project. This date is the same as the expiration date of the protocol. For workflow, the scheduled batch process notifies all identified individuals about the protocol's expiration, based on the workflow rule setup.

PI Name (principal investigator)

Select the name of the employee who owns this particular proposal. In most cases, this individual is the PI on the PeopleSoft Grants proposal that is being drafted, with which this protocol will be associated. Entering the PI name will provide a default value for the *Department* field.

Department

Select the department that is associated with the protocol.

Student PI (student principal investigator)

Select this option if the PI is a student. If it is selected, then the Faculty Advisor Details link appears. For workflow, by selecting the Student PI check box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version.

Faculty Advisor Details

Click the Faculty Advisor Details link to access the Faculty Advisor Details page. The following elements appear:

- Name

Select a faculty advisor name from the prompt table.

| | |
|------------------------------|--|
| | <ul style="list-style-type: none"> • Faculty Advisor statement <p>Enter a long description.</p> |
| Study Location | Select a study location code from the list of available values. This option is available only for human protocols. |
| Adverse Event | Select this option to indicate an adverse event. If it is selected, then the Adverse Event Details link appears. For workflow, by selecting the Adverse Event check box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version. |
| Adverse Event Details | Click to access the Adverse Event Details page. Enter a description of the adverse event. |
| Assurance Information | Click to access the Assurance Information page, where you can enter an assurance ID, and approval and expiration dates. This option is available only for animal protocols. |
| Notification History | Click to access the Notification History page, where you can view notification details. |
| Status Update | |
| Status | <p>Displays the current protocol status. Values include</p> <ul style="list-style-type: none"> • <i>Approved</i> • <i>Denied</i> • <i>Draft</i> • <i>Expired</i> • <i>Inactive</i> • <i>Pending</i> • <i>Returned</i> |
| Submitted On | Displays the date and time the protocol was submitted. The date and time is generated by the system when you click the Submit button on this page. |
| Review Type Assigned | Displays the Review Type selected by the committee administrator. This is the actual review that the protocol will undergo. |
| Committee | Displays the committee ID that was assigned by the committee administrator. The value appears only for full reviews. |

Meeting ID

Displays the meeting ID and the date and time of the committee meeting that is assigned by the committee administrator. The value appears only for full reviews.

Next CR Date (next continuing review date)

Displays the date of the next continuing review. The system automatically supplies the next continuing review date by incrementing the number of months defined by the user on the Proposal Award setup page, from the start date. The Workflow Rule setup page looks to the next continuing review date to notify individuals on a specified number of days before the due date.

CR Duration (continuing review duration)

Displays the duration of the review using the number of months set up for human or animal types of protocols at the business unit level.

Comments

This is a free-form comment section for capturing any other relevant information. Add multiple comments with a date and time stamp.

Personnel Page

Use the Personnel page (GM_PCL_PROF) to enter role and affiliation details for personnel who are associated with the protocol.

Navigation

Grants, Protocols, Enter Protocol Detail, Personnel

Image: Personnel page

This example illustrates the fields and controls on the Personnel page. You can find definitions for the fields and controls later on this page.

| Version Info Personnel Subjects Purpose, Methods & Procedures Attachments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------|-------------------------|--------|-------|------|------|-------------|--------|-------|-------------|-----|--|--|--|-------------------|-----|--|--|--|--------------|-----|--|--|--|-----------------|------|--|--|--|---------------------|----|--|--|--|
| Protocol ID 1004 | | Business Unit EGV05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Protocol Type HUMN | | Short Title DNA Samples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Version V101 | | Description DNA Samples | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Details Personalize Find First 1-5 of 5 Last</div> <table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Affiliation</th> <th>Detail</th> <th>Notes</th> </tr> </thead> <tr> <td>Chen, Devon</td> <td>KEY</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deindorfer, James</td> <td>CPI</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Smith, Akira</td> <td>STF</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Monroe, Theresa</td> <td>AUTH</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Schumacher, Kenneth</td> <td>PI</td> <td></td> <td></td> <td></td> </tr> </table> | | | | | Name | Role | Affiliation | Detail | Notes | Chen, Devon | KEY | | | | Deindorfer, James | CPI | | | | Smith, Akira | STF | | | | Monroe, Theresa | AUTH | | | | Schumacher, Kenneth | PI | | | |
| Name | Role | Affiliation | Detail | Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chen, Devon | KEY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deindorfer, James | CPI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, Akira | STF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monroe, Theresa | AUTH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Schumacher, Kenneth | PI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Details

Role

Select the role type of the person who is associated with this version.

Affiliation

Enter the person's academic, institutional, or corporate affiliation.

Detail

Click to enter departmental, email, and telephone information for this person.

Training

Click to enter all relevant training that each person received, including training date and a description of the training. Add multiple rows to capture all experience. The protocol system uses department-level security. This option is available only for animal protocols.

Notes

Enter notes specific to each person.

Subjects Page

Use the Subjects page (GM_PCL_SUB) to enter all data that is related to the subjects who are required to conduct this particular protocol project.

Navigation

Grants, Protocols, Enter Protocol Detail, Subjects

Image: Subjects page

This example illustrates the fields and controls on the Subjects page. You can find definitions for the fields and controls later on this page.

| Subject Type | Gender | Source of Subjects | Number of Subjects | Number of Controls | Youngest Age | Oldest Age | UOM |
|--------------|------------------|------------------------|--------------------|--------------------|--------------|------------|-----|
| Children | Male | CHILDRENS HOSPITAL, LA | 5 | 6 | 8 | 18 | |
| Prisoners | Both Male/Female | SAN JOSE STATE PRISON | 8 | 4 | 30 | 88 | |

This page is available only for human protocols. It is not available for animal protocols. This page captures all data that is related to the subjects who are required to conduct this particular protocol project.

Details Tab

Subject Type

Select a subject type from the available values. The subject type determines which type-specific fields become viewable and actionable in the secondary pages. Values include:

- *Pregnant Women.*
- *Prisoners.*

- *Fetuses.*
- *Children.*
- *Other Vulnerable:* Subjects who are not listed but need a more specific justification or certification.
- *General :* Subjects from the general populace.

You can add each subject type only once in the grid.

Note: When you have a prisoner or child subject type, the system triggers workflow to selected individuals for review. Prisoners need a prisoner representative. Children need a child advocate.

More Details Tab

Justification

Click to enter a full justification for the subject type to be used for the research.

Certification of Compliance

Click to enter a title and explanation of the certification for the research.

Consent and Compensation

Click to enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects.

Subject Risks and Benefits

Click to enter a description of the risk or benefit to be elaborated. Risks may include infection, use of placebos, expected discomfort, and known hazards. Benefits may include remission of illness or improved medical condition. Multiple rows can be added.

Subject Justification Page

Use the Subject Justification page (GM_PCL_SUB_JUST) to enter details about the justification for the use of subjects for the protocol.

Navigation

Click the Justification button on the Subjects page.

Image: Subject Justification page

This example illustrates the fields and controls on the Subject Justification page. You can find definitions for the fields and controls later on this page.

The screenshot shows a 'Subject Justification' dialog box. It features a title bar with the text 'Subject Justification' and a close button. The main content area is titled 'Details' and includes a search bar with 'Find | View All' and navigation controls showing 'First 1 of 1 Last'. Below this, there is a 'Title' field containing the text 'Children Justification' and a 'Detail' text area containing a paragraph about stillbirth assessment. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Require Fetuses Ex Utero

Select this option if the child subject is an ex utero fetus. This option appears only if *Fetuses* is selected as the subject type.

If you select this option, then enter certification of compliance information on the Certification of Compliance page. If this option is not selected, then the Require Dead Fetuses option becomes available.

Require Dead Fetuses

Select this option if the child subject is a dead fetus. If you select this option, then enter certification of compliance information on the Certification of Compliance page. If this option is not selected, then the Require Fetuses Ex Utero option becomes available.

Details

Title

Enter a short description of the justification. Add additional rows as required.

Justification

Enter a full justification for involving the particular subject type for this protocol research.

Animals Page

Use the Animals page (GM_PCL_ANM) to enter all data that is related to the animal subjects that are required to conduct this particular protocol project.

Navigation

Grants, Protocols, Enter Protocol Detail, Animals

Image: Animals page

This example illustrates the fields and controls on the Animals page. You can find definitions for the fields and controls later on this page.

| Period | Genus | Species | Common Name | Gender | Number Needed | Age | Uom Age | Weight | UOM Weight |
|--------|-------|---------|-------------|--------|---------------|-----|---------|--------|------------|
| First | RATTU | NORVE | BROWNRAT | Female | 100 | 5 | Months | 20 | Ounces |
| First | RATTU | RATTU | BLACK RAT | Male | 100 | 5 | Months | 25 | Ounces |

This page is available only for animal protocols. It is not available for human protocols. This page captures all data that is related to the animals that are required for this particular protocol.

Details Tab

- Period** Enter which period this row's information applies to. This is a free-form text field.
- Genus** Enter the animal's division of family (for example, Rattus).
- Species** Enter the animal's division of genus (for example, Rattus norvegicus).
- Strain, Subspecies, or Breed** Enter the animal's strain, subspecies, or breed.
- Common Name** Enter the animal's common name of the animal (for example, Brown Rat).

More details Tab

- Age** Enter the animal's age.
- UOM (unit of measure)** Enter whether the age is indicated in terms of minutes, hours, days, months, or years.

Animal Justification Page

Use the Animal Justification page (GM_PCL_ANM_JUST) to enter details about the justification for the use of animal subjects for the protocol.

Navigation

Click the Justification button on the Animals page.

Image: Animal Justification page

This example illustrates the fields and controls on the Animal Justification page. You can find definitions for the fields and controls later on this page.

The screenshot shows a window titled "Animal Justification". Inside the window, there is a tab labeled "Details". Above the tab is a search bar with the text "Find | View All" and navigation buttons "First", "1 of 1", and "Last". The form contains three fields: "Proposed Usage" with the value "Time released insulin capsule", "Title" with the value "Initial Phase", and "Detail" with the text "Discuss details of animal usage, especially need for surgery and insertion of capsules". There are also "+", "-", and a checkmark icon next to the Detail field. At the bottom are "OK" and "Cancel" buttons.

Details

| | |
|-----------------------|---|
| Proposed Usage | Enter an explanation of how you plan to use the animals. |
| Title | Enter a short description of the justification (for example, the rationale for using live animals). |
| Detail | Enter a justification for this protocol research. |

Purpose, Methods & Procedures Page

Use the Purpose, Methods & Procedure page (GM_PCL_PROC) to enter detailed information about the purpose, methods, and procedure that are associated with the protocol.

Navigation

Grants, Protocols, Enter Protocol Detail, Purpose, Methods & Procedure

Image: Purpose, Methods & Procedures page

This example illustrates the fields and controls on the Purpose, Methods & Procedures page. You can find definitions for the fields and controls later on this page.

Version Info

Personnel

Subjects

Purpose, Me&thods & Procedures

Attachments

Protocol ID 1004

Business Unit EGV05

Protocol Type HUMN

Short Title DNA Samples

Version V101

Description DNA Samples

Purpose

Purpose

PURPOSE OF THIS PROTOCOL

Background

Pls see the background document.

Methods and Procedures

Find | View All

First 1 of 1 Last

Study Design Title

Description

☒ Procedures

☒ Hazardous Agents

☒ FDA Approval Info

☒ Euthanasia/Disposition

Purpose

Purpose Enter the purpose of the research.

Background Enter background related information; for example, how the research came about.

Methods and Procedures

Study Design Title Enter a short description of the hypothesis, research questions, statistics, or other topics that are related to the research. Add additional rows and attach documents as needed.

Description Enter study design details.

Procedures Select this option and click the link to go to the Procedures page.

Hazardous Agents Select this option and click the link to access the Hazardous Agents page.

FDA Approval Info (FDA approval information) Select this option and click the link to access the FDA Approval page.

Euthanasia/Disposition

Select this option and click the link to access the Euthanasia/Disposition page.

Procedures Page

Use the Procedures page (GM_PCL_OTHR_DTL) to enter detailed information about the procedures that are used in this protocol.

Navigation

Click the Procedures link on the Purpose, Methods & Procedure page.

Image: Procedures page

This example illustrates the fields and controls on the Procedures page. You can find definitions for the fields and controls later on this page.

Procedures

Business Unit EGV05 **Protocol ID** 1004
Protocol Version ID V101 **Description** DNA Samples
Study Design Title

Details Find | View All First 1 of 1 Last

Type Alternate

Explanation Consent is informed when it is given by a person who understands the purpose and nature of the study, what participation in the study requires a person to do and to risk, and what benefits are intended to result from the study.{6}

OK Cancel

Details**Type**

Select a type and enter an explanation of the procedure. Type values include:

- *Additional*
- *Alternate*
- *Other*
- *Surgery*
- *Unusual*

Hazardous Agents Page

Use the Hazardous Agents page (GM_PCL_HAZA) to enter detailed information about hazardous chemicals or materials that are used in this protocol.

Navigation

Click the Hazardous Agents link on the Purpose, Methods & Procedure page.

Image: Hazardous Agents page

This example illustrates the fields and controls on the Hazardous Agents page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application window titled "Hazardous Agents". At the top, there are four fields: "Business Unit" with value "EGV05", "Protocol ID" with value "1004", "Protocol Version ID" with value "V101", and "Description" with value "DNA Samples". Below these is a section titled "Study Design Title". Underneath, there is a "Details" tab. The form contains several input fields: "Agent ID" with value "ANTU" (with a search icon), "Approving Authority" with value "IRB1" (with a search icon), "Decision Date" with value "02/22/2005" (with a calendar icon), "Decision" with a dropdown menu showing "Approved", "Submit Date" with value "02/14/2005" (with a calendar icon), and "Tracking Number" with value "WER242/898". Below these is a large text area for "Explanation of Use" containing the text: "Newer methods of preserving DNA samples are currently under development that hold great promise for dispensing with the need for cell lines or for allowing the creation of good samples from frozen blood." At the bottom left are "OK" and "Cancel" buttons.

Details

Enter an explanation about the hazardous agents used in the protocol.

Agent ID

Select the Agent ID.

Approving Authority

Select the approving authority.

Decision Date

Enter the date the decision was made about the use of the hazardous agent.

Decision

Select the Decision status from *Approved*, *Pending*, and *UnApproved*.

Submit Date

Enter the date the hazardous agent was submitted to the approving authority.

Tracking Number

Enter the number used to track the hazardous agent.

Explanation of Use

Enter a description of how you use the hazardous agent.

FDA Approval Page

Use the FDA Approval page (GM_PCL_FDA) to enter detailed information about the FDA approval that is associated with this protocol.

Navigation

Click the FDA Approval Info link on the Purpose, Methods & Procedure page.

Image: FDA Approval page

This example illustrates the fields and controls on the FDA Approval page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "FDA Approval". At the top, there are two rows of labels and values: "Business Unit" with value "EGV05" and "Protocol ID" with value "1004"; "Protocol Version ID" with value "V101" and "Description" with value "DNA Samples". Below these is a label "Study Design Title". A section titled "Details" contains several fields: "Type" (a dropdown menu with "IDE" selected), "Decision" (a dropdown menu with "Approved" selected), "FDA Decision Date" (a date field with "02/21/2005" and a calendar icon), "Number" (a text field with "SDAER-XC45789"), "Submit Date" (a date field with "02/15/2005" and a calendar icon), and "Explanation" (a large text area containing the text "he researchers also have to consider the logistical problems that might be encountered in sampling a population. These concerns not only affect the cost and ease of collecting samples but may even make some kinds of sampling impossible."). At the bottom of the form are "OK" and "Cancel" buttons.

Details**Type**

Select *IDE* (*investigational device exemption*) or *IND* (*investigational new drug*).

Decision

Select *Approved*, *Pending*, or *Unapproved*.

FDA Decision Date

Enter the date on which the FDA approved or disapproved the decision.

Number

Enter the FDA decision number.

Submit Date

Enter the date on which the study plan was submitted for review.

Explanation

Describe the details of the FDA decision.

Euthanasia/Disposition Page

Use the Euthanasia/Disposition page (GM_PCL_EUTH) to enter detailed information about the method of euthanasia or disposition that is used in this protocol.

Navigation

Click the Euthanasia/Disposition link on the Purpose, Methods & Procedure page.

Image: Euthanasia/Disposition page

This example illustrates the fields and controls on the Euthanasia/Disposition page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "Euthanasia/Disposition". It contains several fields and controls:

- Business Unit**: EGV05
- Protocol ID**: 1004
- Protocol Version ID**: V101
- Description**: DNA Samples
- Study Design Title**: (empty field)
- Euthanasia /Disposition Method**: A large text area containing the text "IT SHOULD BE ACKNOWLEDGED THAT THESE CONDITIONS ARE QUITE RESTRICTIVE, INDEED MORE RESTRICTIVE." with a small icon in the top right corner.
- Buttons**: "OK" and "Cancel" buttons at the bottom left.

Euthanasia/Disposition Method

Enter an explanation of the euthanasia or disposition method.

Protocol - Attachments Page

Use the Protocol - Attachments page (GM_PCL_VRSN_ATT) to attach files that are associated with the protocol.

Navigation

Grants, Protocols, Enter Protocol Detail, Purpose, Attachments

Requests

The system automatically generates the number of requests.

Maintaining Committee Meetings and Dispositions

This section provides an overview of committee meeting and disposition maintenance and discusses how to:

- Review and record meeting agendas.
- Enter a protocol disposition.
- Record minutes
- Add attachments.
- View a protocol disposition.

Pages Used to Maintain Committee Meetings and Dispositions

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|--|
| Full Review Meeting | GM_PCL_MEET | Grants, Protocols, Full Review Meeting | View meeting dates, times, and the protocols that are assigned to those dates. |
| Full Review Meeting - Protocol Disposition | GM_PCL_DISP_FR | Click the Disposition button on the Full Review Meeting page. | Enter vote counts for a protocol disposition. Approve, deny, or return a protocol, and add comments as needed. |
| Minutes | GM_PCL_MEET_MIN | Grants, Protocols, Full Review Meeting, Minutes | Enter minutes, announcements, and review comments from the meeting. |
| Attachments | GM_PCL_MEET_ATT | Grants, Protocols, Full Review Meeting, Attachments | Attach all meeting related notes and documents rather than entering them directly on to the Minutes page. |
| Protocol Disposition | GM_PCL_DISPOSITION | Grants, Protocols, Protocol Disposition | View the status of an exempt or expedited protocol. |
| Workflow Notification | GM_PCL_WF_RUN_CNTL | Grants, Protocols, Workflow Notification | Run the Protocol Batch Notification process. |

Understanding Committee Meeting and Disposition Maintenance

Set up a meeting to review protocol. Set up a full meeting review to record votes on the protocol and to record minutes and add attachments. Then approve, deny, or return the disposition.

Overriding Protocol Dispositions by Using Permission Lists and the User Personalization Option

After a committee issues its disposition the system locks the disposition so that users cannot make any changes. PeopleSoft Grants delivers a user option called Override Protocol Disposition (GM_DIS_OR), which enables you to provide users with the ability to override a disposition. The system-delivered option is *N* (No).

To override protocol dispositions you must first enable the Override Protocol Disposition user option.

1. Select PeopleTools, Personalization, Personalization Options. Define Personalizations.
2. Select the Format tab.
3. Click Set Option Default Value for the GM_DIS_OR user option.

The system displays the Set Option Default Value page.

4. Enter *Y* in the Option Default Value.
5. Click OK.
6. Click Save.

To change the personalization options for a permission list:

1. Select PeopleTools, Security, Permissions & Roles, Permission Lists.
2. Select the permission list that is associated with the user who you want to enable to override protocol dispositions.
3. Select the Personalizations tab.
4. Select Option Category Level *FIN* and Option Category Group *Portal Personalizations*.
5. Click Edit Options.

The system displays the Personalization Permissions page.

6. Select Allow User Option for GM_DIS_OR user option.
7. Click OK.
8. Click Save.

Full Review Meeting Page

Use the Full Review Meeting page (GM_PCL_MEET) to view meeting dates, times, and the protocols that are assigned to those dates.

Navigation

Grants, Protocols, Full Review Meeting

Image: Full Review Meeting page

This example illustrates the fields and controls on the Full Review Meeting page. You can find definitions for the fields and controls later on this page.

Full Review MeetingMinutesAttachments

Committee ID200Animal Protocol Committee

Meeting IDA04Protocol Review

Scheduled Date02/25/2013

Scheduled Start Time9:00AM

Scheduled End Time5:00PM

Protocol TypeANIM

Convened Time

Adjourned Time

Meeting Schedule

PersonalizeFind

First1-2 of 2Last

| | Protocol | Version | Description | Phase Type | Start Date | End Date | Submit Date | Disposition |
|---|----------|---------|-----------------|------------|------------|------------|--------------------|-------------|
| 1 | 1002 | V101 | Insulin in rats | N | 02/18/2005 | 02/28/2013 | 02/25/13 3:27:20AM | Disposition |
| 2 | 1004 | V101 | DNA Samples | N | 02/12/2005 | 02/17/2005 | 03/07/05 5:10:58PM | Disposition |

SaveReturn to SearchNotify

Full Review Meeting | Minutes | Attachments

Meeting Schedule

- Protocol

Click the Protocol link to see header-level protocol information.
- Version

Click the Version link to see overall version information.
- Disposition

Click to access the Protocol Disposition page.

Full Review Meeting - Protocol Disposition Page

Use the Full Review Meeting - Protocol Disposition page (GM_PCL_DISP_FR) to enter vote counts for a protocol disposition.

Approve, deny, or return a protocol, and add comments as needed.

Navigation

Click the Disposition button on the Full Review Meeting page.

Image: Full Review Meeting - Protocol Disposition page

This example illustrates the fields and controls on the Full Review Meeting - Protocol Disposition page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application window titled "Protocol Disposition". At the top, it displays "Protocol ID 1002", "Version V101", and "Insulin in rats". Below this is a table of attendees with columns for Name, Role, Eligible to Vote, and Vote. The table shows four attendees: Lotta, Lucie (COMM, Eligible, No vote), Pritchard, Martin (NOSC, Eligible, Yes), Vincent, John (SCT, Eligible, Yes), and Maertens, Dominica (COMH, Eligible, No vote). Below the table, it shows "Yes Count 2", "No Count", and "Absention Count". The "Disposition" is set to "Approved". There is a large text area for "Comments" and "OK" and "Cancel" buttons at the bottom.

| Attendees | | Personalize | Find | First | 1-4 of 4 | Last |
|-----------|--------------------|-------------|-------------------------------------|-------|----------|------|
| | Name | Role | Eligible to Vote | Vote | | |
| 1 | Lotta, Lucie | COMM | <input checked="" type="checkbox"/> | | | |
| 2 | Pritchard, Martin | NOSC | <input checked="" type="checkbox"/> | Yes | | |
| 3 | Vincent, John | SCT | <input checked="" type="checkbox"/> | Yes | | |
| 4 | Maertens, Dominica | COMH | <input checked="" type="checkbox"/> | | | |

Yes Count 2 Disposition Approved

No Count

Absention Count

Comments

OK Cancel

Attendees

Name

Displays the names of individuals associated with this particular committee. You can add non-committee members as guests. The system automatically makes guests ineligible for voting.

Role

Displays the role associated with the individual. You can select a role from available choices.

Eligible to Vote

Displays the voting eligibility of committee attendees.

Count

Select *Yes*, *No*, or *Abstain* for each voting member. The vote count appears.

Disposition

Select the appropriate value according to the vote count and the decision of the committee. If the Yes votes outnumber the No votes, then you can select *Approved*. If the No votes outnumber the Yes votes, then you can select *Denied*. You can

select *Returned* for either vote outcome. The system prevents you from selecting *Approved* if the No votes outnumber the Yes votes and from selecting *Denied* if the Yes votes outnumber the No votes. The system triggers workflow when the committee issues the disposition. After the committee issues the disposition and saves the component the fields on this page become display-only.

Comments

Enter any comments here. Comments for returned dispositions carry forward to the Protocol header page.

Minutes Page

Use the Minutes page (GM_PCL_MEET_MIN) to enter minutes, announcements, and review comments from the meeting.

Navigation

Grants, Protocols, Full Review Meeting, Minutes

Image: Minutes page

This example illustrates the fields and controls on the Minutes page. You can find definitions for the fields and controls later on this page.

Full Review MeetingMinutesAttachments

Committee ID200Protocol TypeANIM

Meeting IDA04

Minutes

Announcements

Review Comments

SaveReturn to SearchNotify

Full Review Meeting | Minutes | Attachments

Use this page to enter minutes, announcements, and review comments from the meeting.

Committee Meeting - Attachments Page

Use the Committee Meeting - Attachments page (GM_PCL_MEET_ATT) to attach all meeting related notes and documents rather than entering them directly on to the Minutes page.

Navigation

Grants, Protocols, Full Review Meeting, Attachments

Use this page to attach meeting related notes and documents.

Protocol Disposition Page

Use the Protocol Disposition page (GM_PCL_DISPOSITION) to view the status of an exempt or expedited protocol.

Navigation

Grants, Protocols, Protocol Disposition

Image: Protocol Disposition page

This example illustrates the fields and controls on the Protocol Disposition page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "Protocol Disposition". It contains several fields and a large text area:

- Protocol ID**: 1005
- Title**: DNA Samples
- Version**: V101
- Business Unit**: EGV05
- Protocol Status**: Pending
- Disposition**: Returned
- Comments**: A large, empty text area with a small icon in the top right corner.
- Go To**: [Protocol Version](#)

View the status of the protocol disposition for protocols with a review type of Exempt or Expedited. The Protocol Disposition search page will not retrieve protocols having a full review meeting

Copying Protocols and Versions

This section provides overviews of how to copy a protocol and how to renew an approved protocol, and discusses how to:

- Copy a protocol.
- Copy a protocol version.

Pages Used to Copy Protocols and Versions

| Page Name | Definition Name | Navigation | Usage |
|-----------------------|------------------------|--|--------------------------|
| Copy Protocol | GM_PCL_CPY | Grants, Protocols, Copy Protocol | Copy a protocol. |
| Copy Protocol Version | GM_PCL_VRSN_CPY | <ul style="list-style-type: none"> Grants, Protocols, Copy Protocol Version Click the Copy Version button on the Maintain Protocol page. | Copy a protocol version. |

Understanding How to Copy a Protocol

Copy functionality enables you to have information automatically transferred to a new protocol or version, thereby avoiding duplicate manual entry. Choose from two options: 1) copy one protocol with its current version to a new protocol and version or 2) copy one version within a protocol to another version within that same protocol. The following table explains the rules by which you can copy values for protocol and version copying functionality:

| Fields | Copy Protocol From | Copy Protocol To | Copy Version From | Copy Version To |
|----------------------|--|--|--|--|
| Version | All versions can be copied. Select the version from the search page. | Next system-generated version ID. | The most current version (highest ID number) is automatically supplied as the copy from version. | Next system-generated version ID. |
| Status | All can be copied. | Draft only. | Only Approved and Returned statuses can be copied. | Draft only. |
| Phase Type | All can be copied. | New only. | All can be copied. | Any phase type. |
| Start/End Dates | | Copied as is. | | Copied as is. |
| Next CR Date | | Copied as is. | | If the phase type is <i>CR</i> , the system will not copy the FROM version's CR date, but it will automatically increment to the next CR date. |
| Submitted on Date | | Will not be copied. Blank value initially. | | Will not be copied. Blank value initially. |
| Review Type Selected | | Will not be copied. | | Will not be copied. |
| Disposition Date | | Will not be copied. Blank value initially. | | Will not be copied. Blank value initially. |

| Fields | Copy Protocol From | Copy Protocol To | Copy Version From | Copy Version To |
|---------------|---------------------------|---|--------------------------|---|
| Committee ID | | Will not be copied. Blank value initially. | | Will not be copied. Blank value initially. |
| Meeting ID | | Will not be copied. Blank value initially. | | Will not be copied. Blank value initially. |
| Comments | | Will be copied as is. | | Will be copied as is. |
| Attachments | | Will not be copied. | | Will not be copied. |

Understanding How to Renew an Approved Protocol

When a project is extended or you are approved for more funding you may need to renew an approved protocol. You do this by copying the approved protocol to a *Renewal* type version, making the necessary updates and resubmitting to the committee for evaluation. The protocol undergoes the regular protocol creation and submission process, however it is treated as a renewal. The system sends email notifications to designated individuals who then initiate the renewal process.

Copy Protocol Page

Use the Copy Protocol page (GM_PCL_CPY) to copy a protocol.

Navigation

Grants, Protocols, Copy Protocol

Image: Copy Protocol page

This example illustrates the fields and controls on the Copy Protocol page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "Copy Protocol". It contains two main sections: "From" and "To".

From Section:

- Protocol ID: 1004
- Version: V101
- Protocol Type: HUMN

To Section:

- Protocol ID: NEXT
- Version: NEXT
- Protocol Type: HUMN

Below the "From" section is a "Copy" button.

From

Protocol ID

Displays the protocol ID that is selected on the search page.

Version

Displays the version that is selected on the search page.

Protocol Type

Displays the protocol type of the current open protocol.

| | |
|----------------------|---|
| To | |
| Protocol ID | Displays <i>NEXT</i> to indicate the system-generated new ID number. |
| Version | Displays <i>NEXT</i> to indicate the system-generated new version number. |
| Protocol Type | Displays the protocol type. |

Note: Restrictions apply to copying a protocol version. A protocol is copied to a brand new protocol within the same protocol type. For example, animal to animal and human to human.

Copy Protocol Version Page

Use the Copy Protocol Version page (GM_PCL_VRSN_CPY) to copy a protocol version.

Navigation

- Grants, Protocols, Copy Protocol Version
- Click the Copy Version button on the Maintain Protocol page.

Image: Copy Protocol Version page

This example illustrates the fields and controls on the Copy Protocol Version page. You can find definitions for the fields and controls later on this page.

Copy Protocol Version

Protocol ID 1002

From

Protocol ID 1002

Version V101

Protocol Type ANIM

Copy

To

Protocol ID 1002

Version NEXT

Protocol Type ANIM

'Phase Type Continuing Review

| | |
|----------------------|---|
| From | |
| Protocol ID | Displays the protocol ID that is selected on the search page. |
| Version | Displays the version that is selected on the search page. |
| Protocol Type | Displays the protocol type. |

To**Protocol ID**

Displays the same protocol ID as the one that is selected on the Search page.

Version

Displays *NEXT* to indicate the system-generated new version number.

Protocol Type

Displays the protocol type.

Phase Type

Select *Modified*, *Renewal*, or *Continuing Review*.

Administering Projects

Administering Projects

These topics provide an overview of project administration.

Understanding Project Administration

This section discusses:

- Project award requirements.
- Transaction flow control.
- Project analysis.
- Transaction review.
- Analysis inquiries.
- Project data deletion.

Project Award Requirements

A project in PeopleSoft Grants represents a portion of an award. Every award in PeopleSoft Grants requires a minimum of one project, and each project requires a minimum of one activity. Awards can have multiple projects, and projects can have multiple activities. To enter a transaction line into the transaction table (PROJ_RESOURCE), a project and activity must exist.

You may choose to control project budgets separately and, therefore, establish separate projects based on different principal investigators, departments, research phases, and locations. You can systematically create projects during award setup, or you can add projects manually through the Project component. You can also attach a project to an award and an award line from the Related Projects page in PeopleSoft Contracts.

Related Links

"Understanding Projects (*PeopleSoft FSCM 9.2: Project Costing*)"

"Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing (*PeopleSoft FSCM 9.2: Contracts*)"

Transaction Flow Control

Three basic ways are available to control the flow of data coming into PeopleSoft Project Costing:

1. Set a project or activity to *Inactive* status.

In this case, the project and activity do not appear in the prompt lists of the PeopleSoft feeder systems.

2. Use status control options.

On the Status Types page, select the analysis types that each feeder system uses; and then select a project control action to associate with the analysis type.

Note: No project control action occurs if the Project Control Action check box is deselected.

Values include:

Warning: Displays a warning before the system accepts the transaction.

Reject: Rejects the transaction.

3. Use the PeopleSoft Commitment Control tolerance percentage.

After you create a budget, you can establish a setting to trigger a commitment control exception that allows up to a specified percentage over the budget.

Instructions on controlling incoming transactions appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Controlling Incoming Transactions (*PeopleSoft FSCM 9.2: Project Costing*)"

"Understanding Project ChartFields (*PeopleSoft FSCM 9.2: Project Costing*)"

"Understanding Basic Commitment Control Setup (*PeopleSoft FSCM 9.2: Commitment Control*)"

Project Analysis

PeopleSoft Project Costing provides several different ways to analyze project data. Before you can begin analyzing project data, you must create:

- At least one project.
- Project activities.
- Transactions that have been assigned resource IDs.

After you establish a project and enter data directly through interfaces with other PeopleSoft applications, you can use the pages in PeopleSoft Project Costing to:

- View a list of all project manager projects.
- Display real-time project information that is imported from the project summary tables.
- Display all resource transactions for a selected project.

The system automatically populates the lines and analysis types that appear in the Project Analysis pages. When you post lines in the Project Budget pages to PeopleSoft Project Costing, the system adds BUD (budget) lines to the Project Analysis pages. After you run the Integrate Enterprise Data processes, you can use the Project Analysis pages to make inquiries on the data that originated from PeopleSoft General

Ledger, PeopleSoft Inventory, PeopleSoft Payables, PeopleSoft Purchasing, and PeopleSoft Time and Labor.

Instructions on analyzing project data appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Understanding Project Evaluation (*PeopleSoft FSCM 9.2: Project Costing*)"

Transaction Review

PeopleSoft Project Costing provides a series of pages that enable you to review costs for a project and an activity based on different integration criteria. From these pages, you can navigate back to the related PeopleSoft application and view transactions in greater detail.

Instructions on reviewing project costs and transactions appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Analyzing Projects Using Accumulated Costs (*PeopleSoft FSCM 9.2: Project Costing*)"

Analysis Inquiries

PeopleSoft Project Costing provides a series of pages that you can use for online project analysis to view a financial or resource summary of a project, the projected costs to complete a project, under and over budget resources, and budget to actual variances.

Instructions on performing online project analysis appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Analyzing Projects Using Analysis Inquiries (*PeopleSoft FSCM 9.2: Project Costing*)"

Project Data Deletion

The Projects Delete Utility page provides a means of deleting projects, activities, and resources that you created by mistake. The system purges transactions from the Project Resource table (PROJ_RESOURCE) without purging the corresponding projects-related data from the feeder system applications (for example, PeopleSoft Payables).

Instructions on deleting projects appear in the *PeopleSoft Project Costing* documentation.

Related Links

"Deleting Project Data (*PeopleSoft FSCM 9.2: Project Costing*)"

Billing for PeopleSoft Grants

Billing for PeopleSoft Grants

These topics provide overviews of the billing process as it relates to PeopleSoft Grants.

Understanding the Billing Process

This section discusses:

- System preparation.
- Process overview.
- The contracts/billing interface process.
- Review pending transactions.
- The billing interface process.
- Billing worksheet approval.
- Billing worksheet deletion.
- Bill review.
- The finalization process.
- The projects/contracts interface process.
- Updates in PeopleSoft Contracts.
- Correcting PeopleSoft Grants invoices.
- PeopleSoft Grants billing formats.
- Bill by identifiers.
- Deferred revenue accounting.
- PeopleSoft Grants advances (contract prepayments).
- Scheduled billing.
- Billing plan events.
- Over-the-limit processing.

- Letter of credit processing.
- Letter of credit summaries.

System Preparation

PeopleSoft Grants integrates with PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft General Ledger to enable bill processing for cash and letter of credit awards. Before you can perform the activities that are associated with award expenditures, you need to set up the billing control tables that are used by the various applications.

PeopleSoft applications rely on tables to store not only business transactions, but also the structure and processing rules that drive the system. Before you can run the processes to generate invoices, you need to establish the structure that tells the system how you want those processes to work.

Before you run the billing processes or manage billing for your awards, you must prepare your PeopleSoft system accordingly.

Make sure that you complete these steps before you initiate the billing processes:

| Step | Navigation |
|--|---|
| Set installation options for PeopleSoft Billing. | Set Up Financials/Supply Chain, Install, Installation Options, Billing GL/AR Options |
| Define a PeopleSoft Billing business unit. | Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1 |
| Define a distribution code for unbilled accounts receivable. | Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code |
| Define Bill By IDs for Letter of Credit (LOC) and Cash (GM_CASH) transactions. Note: We deliver the LOC and GM_CASH bill by IDs as system data. You do need to set up anything. PeopleSoft Grants bills have specific bill header information that is needed for PeopleSoft Grants invoice formatting. | Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill by Identifier |
| Define PeopleSoft Grants invoice format options. Note: PeopleSoft Grants delivers specific invoice formats as system data. They are GM_GEN, GM_LOC, GM_270, and GM_103X. GM_GEN is a generic billing format. | Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options |
| Define letter of credit information for the sponsor. | Grants, Sponsors, General Information, Details |
| Define sponsor billing information. | Grants, Sponsors, General Information, Bill To Options |
| Generate your award. | Grants, Proposals, Generate Award |
| Change the status on the award/contract to <i>Active</i> . | Customer Contracts, Create and Amend, General Information, General |

| Step | Navigation |
|--|--|
| Change the status on the billing plan to <i>Active</i> . | Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link. |
| Create billable rows in PeopleSoft Project Costing (you can use either of the following methods): <ul style="list-style-type: none"> Populate the Project Resource table (PROJ_RESOURCE) through the Project Integration process. Add transactions directly into PeopleSoft Project Costing. | Project Costing, Cost Collection Then select the feeder system from which you want to retrieve information. OR Project Costing, Transaction Definitions, Add Transactions |

Process Overview

For rate-based billing in PeopleSoft Grants, the Contracts/Billing Interface process (CA_BI_INTFC) selects resource rows from PeopleSoft Project Costing. The system also selects contract lines in PeopleSoft Contracts with *Ready* bill plans to create bill lines in the billing interface (INTFC_BI and its related tables). When the Contracts/Billing Interface process stages billing data in these tables, the billing interface processes the data to create bills.

The billing interface can create two types of bills:

- Temporary bills

These bills are routed to the billing worksheet, where the billing administrator can review and, for rate-based bills, amend them as needed before real bills are created. You cannot amend fixed-amount bills in the billing worksheet.

- Real bills

These bills become invoices that are sent to the customer. You select the option to create temporary or real bills for individual billing plans on the Billing Plan - Billing Plan General page in PeopleSoft Contracts.

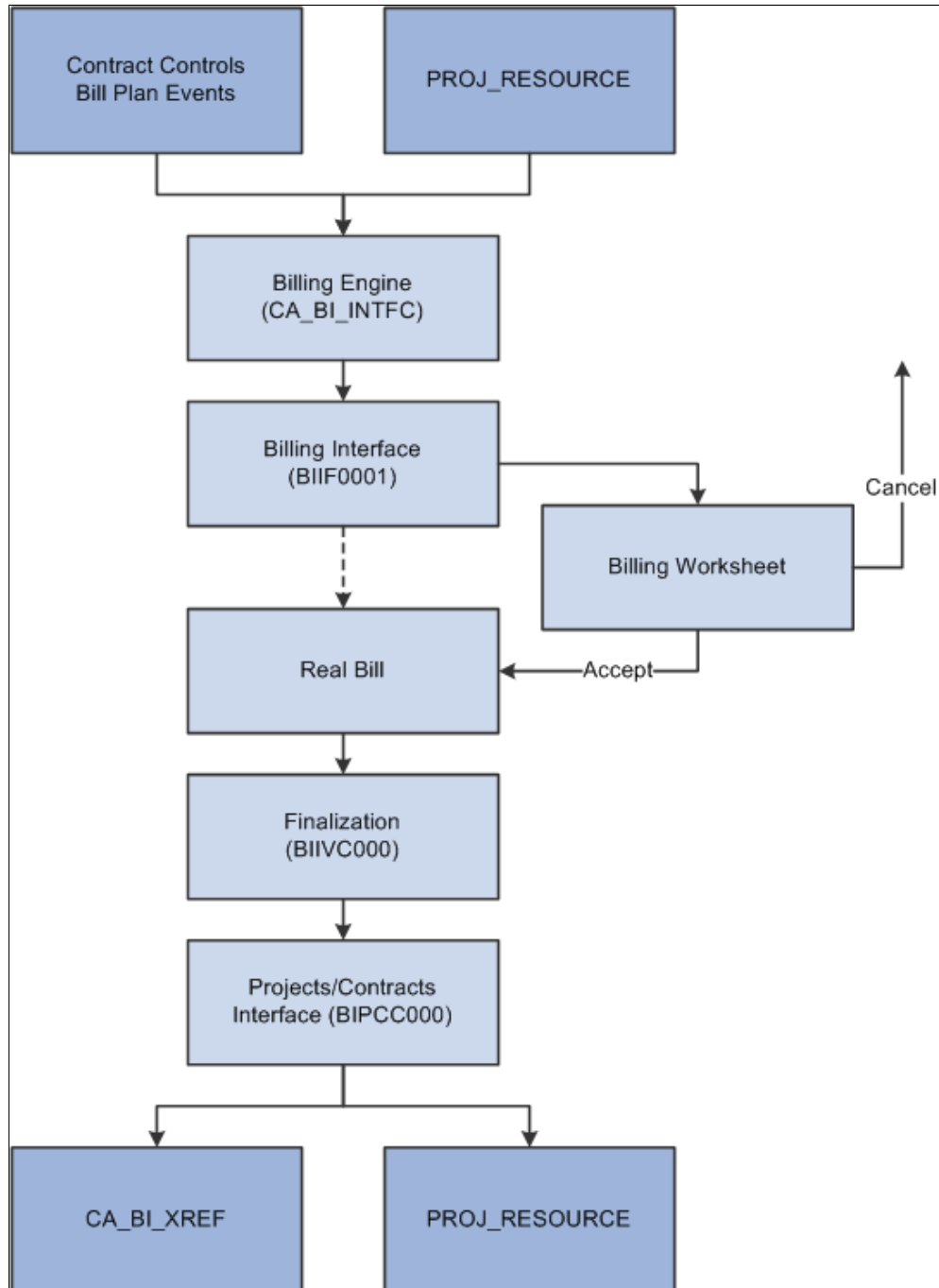
You can use the billing worksheet to cancel temporary bills. When you cancel a temporary bill from within the billing worksheet, the system updates PeopleSoft Project Costing and PeopleSoft Contracts accordingly.

After you review a temporary bill on the billing worksheet, you can create a real bill. The system creates a real bill after a user approves it and saves the worksheet. When the bill is finalized, the system

updates the Project Resource table (PROJ_RESOURCE) and the Contracts/Billing Interface Xref table (CA_BP_XREF).

Image: Billing Interface process

This flow chart illustrates the billing process flow for Grants transactions. Billable transactions stored in Contracts and the PROJ_RESOURCE table is selected by the CA_BI_INTFC process and passed to Billing through the Billing Interface process. After the bills are finalized, the Projects/Contracts Interface process updates Contracts and Project Costing with the billed award transaction data:



Updates in PeopleSoft Project Costing and PeopleSoft Contracts are made throughout the billing cycle for rate-based and fixed-fee billing plans.

See [Integration Process Flows for PeopleSoft Grants](#).

Related Links

"Understanding PeopleSoft Billing Integration with Contracts, Project Costing, Grants, and Pay/Bill Management (*PeopleSoft FSCM 9.2: Billing*)"

"Understanding Billing in Contracts (*PeopleSoft FSCM 9.2: Contracts*)"

The Contracts/Billing Interface Process

Run the Contracts/Billing Interface process in PeopleSoft Contracts to send billing activity in PeopleSoft Project Costing to PeopleSoft Billing. The contracts that you set up control the billing activity that the system selects from PeopleSoft Project Costing.

Instructions on running the Contracts/Billing Interface process appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding the Contracts Billing Process (*PeopleSoft FSCM 9.2: Contracts*)"

Review Pending Transactions

The Contracts/Billing Interface process populates the Billing Interface table with the billable lines that it finds in the Project Resource table in PeopleSoft Project Costing. The Billing Interface table is a staging table that holds the data until you run the Billing Interface process (BIIF0001) from PeopleSoft Billing.

To verify that the Contracts/Billing interface process imported the billing lines, access the Review Pending Transactions pages in PeopleSoft Billing (select Billing, Interface Transactions, Review Pending Transactions, PS_INTFC_BI).

If you detect a problem with the billing lines, navigate to the Update Pending Transactions pages (select Billing, Interface Transactions, Update Pending Transactions, PS_INTFC_BI) and correct them prior to running the Billing Interface process

Related Links

"Understanding the Billing Interface Process (BIIF0001) (*PeopleSoft FSCM 9.2: Billing*)"

The Billing Interface Process

Run the Billing Interface process in PeopleSoft Billing to create the temporary bills that you can work on in the billing worksheet. The billing worksheet is a temporary work area in which you can review and adjust billing lines that came through the Billing Interface process before you create actual bills.

After making adjustments, use the Billing Worksheet component to approve or delete temporary bills.

Instructions on running the Billing Interface process appear in the *PeopleSoft Billing* documentation.

Related Links

"Correcting Billing Interface Errors (*PeopleSoft FSCM 9.2: Billing*)"

Billing Worksheet Approval

When you accept a bill in the billing worksheet, the system creates a real bill with a real invoice number and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

Instructions on approving billing worksheets appear in the *PeopleSoft Billing* documentation.

Related Links

"Processing Billing Worksheets (*PeopleSoft FSCM 9.2: Billing*)"

Billing Worksheet Deletion

When you delete a billing worksheet, the system:

- Resets the billing distribution status option in PeopleSoft Project Costing for all of the lines that originate in the PeopleSoft Project Costing system with a line type other than *UTL*, enabling you to send each line to PeopleSoft Billing again at a later time.
- Updates the Contracts Prepaid table for any lines that originate from the PeopleSoft Project Costing system with a line type of *UTL*.

The system resets the committed amount on the Contracts Prepaid table to reflect the deleted amount of a utilization bill line and the utilization amount that is available for future billing activities.

- Sets the billing plan event status to *Recycled*, marks the billing plan line in the Cross-Reference table as *Cancelled*, and updates the Billing Cross Reference History status to *Deleted* for all of the cancelled billing plan lines.

The PeopleSoft Billing bill by functionality enables you to bill two items on separate invoices from the same billing plan—for example, if the items were associated with different projects. Therefore, the system cannot determine whether a cancelled billing worksheet contains all of the bill lines that are associated with a particular event. To help the Contracts Billing Engine process determine which billable items need re-billing when you cancel a worksheet, the system sets the billing plan event status to *Recycled* and marks the billing plan line in the Cross-Reference table as *Cancelled*.

To re-bill lines that are associated with a cancelled billing worksheet, the Contracts Billing Engine process selects all of the recycled events that have a corresponding canceled cross-reference row, and verifies that the canceled cross-reference row is the most recent row that was inserted into the Cross-Reference table for the corresponding bill line and event combination.

Instructions on deleting billing worksheets appear in the *PeopleSoft Billing* documentation.

Related Links

"Processing Billing Worksheets (*PeopleSoft FSCM 9.2: Billing*)"

Bill Review

After you approve the billing worksheet lines, you can use the Manage Contract/Project Bills link on the Worksheet Search page to review the bills that originated in PeopleSoft Contracts and PeopleSoft Project Costing. You can then use the associated links to generate invoices or continue working with the newly created bill lines.

Related Links

"Processing Billing Worksheets (*PeopleSoft FSCM 9.2: Billing*)"

The Finalization Process

Run the Finalization process (BIIVC000) on the real bills that you create. This process performs a variety of tasks, including calculating taxes and the due date.

Instructions on running the Finalization process appear in the *PeopleSoft Billing* documentation.

Related Links

"Running Single-Action Jobs for Regular and Consolidated Invoices (*PeopleSoft FSCM 9.2: Billing*)"

The Projects/Contracts Interface Process

After you run the Finalization process, run the Billing to Projects/Contracts Interface process (BIPCC000). This process updates PeopleSoft Contracts and PeopleSoft Project Costing with the finalized bill information from PeopleSoft Billing.

Instructions on running the Projects/Contracts Interface process appear in the *PeopleSoft Billing* documentation.

Related Links

"Running the Billing to Project Costing/Contracts Interface Process (BIPCC000) (*PeopleSoft FSCM 9.2: Billing*)"

Updates in PeopleSoft Contracts

Rate-based bill rows are inserted into the cross-reference table upon bill finalization. This is because rate-based row amounts are subject to change throughout the billing process.

Related Links

"Understanding the Contracts Billing Process (*PeopleSoft FSCM 9.2: Contracts*)"

Correcting PeopleSoft Grants Invoices

PeopleSoft Billing provides credit and re-bill functionality when you need to correct invoices containing erroneous grants or projects-related charges. To reflect the original billing activity, as well as the adjustment information, the system enables you to generate a corrected invoice.

Through the Billing Interface, you can import to PeopleSoft Billing any adjustment lines from PeopleSoft Project Costing and PeopleSoft Contracts. Subsequently, you can use the Billing Worksheet to review, approve, defer, or write-off bill lines that you import to PeopleSoft Billing that have not been pre-approved on the PeopleSoft Contracts bill plan.

From the Billing Worksheet, if you approve bill lines, you can select a specific re-bill invoice on which to append the bill lines, or create a new bill for the adjusted bill lines.

Using this correction functionality, you can keep an audit trail of the adjustment activities. The credit bill reverses the charges on the original invoice. You can also create a journal entry in PeopleSoft General Ledger to reverse the erroneous expense, and send the entry to PeopleSoft Project Costing as a bill line. Run the Contracts to Billing Interface process (CA_BI_INTFC) to import the adjustment transaction bill line (as a BIL type row from PeopleSoft Project Costing) through the Billing Interface to PeopleSoft Billing.

After you finalize the credit and re-bill invoices, you can run the Billing to Projects/Contracts Interface process (BIPCC000) to update the Project Resource table (PROJ_RES_TMP_BI) with the new adjustment invoice activity. PeopleSoft Billing creates billing adjustment line types (BAJ) to represent the credit and re-bill invoices.

Related Links

"Correcting Billing Interface Errors (*PeopleSoft FSCM 9.2: Billing*)"

PeopleSoft Grants Billing Formats

PeopleSoft Grants supports three basic billing formats and a report format:

| Billing Format | Description |
|-----------------------|--|
| GM_103X | Standard form SF-1034 (federal contracts). Standard form SF-1035 (federal contracts). |
| GM_270 | Standard form SF-270 (federal grants). |
| GM_GEN | Generic letterhead invoice form (for sponsors who do not use a specific billing format). |
| GM_LOC | PeopleSoft Grants Letter of Credit Draw report. |

Use the Invoice Form field on the Bill Header page in PeopleSoft Billing to indicate the billing format that you want to use. The billing form option enables you to summarize bill lines with varying degrees of detail when you initiate the print process based on the invoice form. The process analyzes the form ID on each bill header and applies the summarization rule to the invoice form. The Bill Generation process assigns a unique invoice ID and a sequence number to each invoice that it produces. Summarization rules are based on account trees.

Note: The SF-270 format does not utilize tree-based account summarization when it is generated.

See *PeopleTools: PeopleSoft Tree Manager*

Related Links

"Understanding Online Bill Entry (*PeopleSoft FSCM 9.2: Billing*)"

"Defining Customer Billing Contacts (*PeopleSoft FSCM 9.2: Billing*)"

Bill by Identifiers

PeopleSoft Billing uses the bill by ID to define how to group billing activity to create individual bills when data is sent through the billing interface. A bill by ID that you define may appear as the default

value at the customer, bill source, bill type, and business unit levels. The PeopleSoft Grants award generation process gets this value from the Sponsor - Bill To Options page.

The following table lists the bill by IDs that are delivered with PeopleSoft Grants.

| Bill By ID | Description |
|-------------------|---|
| GM_LOC | PeopleSoft Grants letter of credit draws. |
| GM_CASH | PeopleSoft Grants bill cash awards. |

Note: Usually, ship-to information is not provided on PeopleSoft Grants bills, so you do not need to add this information to the Bill By Identifier page in the billing setup for the GM_CASH and GM_LOC bill by IDs. If you decide to add SHIP_TO_CUST_ID and SHIP_TO_ADDR_NUM as PeopleSoft Grants bill by fields, be aware that it could cause performance and platform issues and is not the direct result of the PeopleSoft Grants application.

Related Links

"Setting Up Bill By Identifiers for External Sources (*PeopleSoft FSCM 9.2: Billing*)"

Deferred Revenue Accounting

You may want to create and send invoices for products or services that you will deliver in the future or over a period of time. You can use deferred revenue accounting to generate accounting entries that defer revenue recognition based on a revenue recognition date and method of your choosing.

You can establish date range deferred revenue calculation method defaults at the system, business unit, or bill type level, according to your business needs. PeopleSoft Billing supports five calculation methods for creating accounting entries for deferred revenue of transactions when the recognition basis is on a date range:

- Spread by days within range.
- Spread evenly across all periods.
- Spread evenly using a mid-period rule.
- Spread partial periods by days with remainder spread evenly.
- User-defined proration.

Related Links

"Understanding the Deferred Revenue Accounting Process (*PeopleSoft FSCM 9.2: Billing*)"

PeopleSoft Grants Advances (Contract Prepayments)

Sometimes, institutions may prepay for goods or services. This creates a prepaid balance that you can use in the future. Because PeopleSoft Grants uses the prepayment functionality in PeopleSoft Contracts, advances appear on PeopleSoft Grants bills with a description of *Advance*.

PeopleSoft Contracts enables you to:

- Store the details of prepaid balances.
- Bill for direct-purchase prepaid balances.
- Process the utilization of prepaid balances.
- Monitor and control the depletion of prepaid balances over time.

When you establish a prepaid amount, you must assign it to a billing plan. You can either create a new billing plan for the prepaid amount or assign the prepaid amount to an existing billing plan that is associated with fixed-fee contract lines. The billing plan determines the timing and parameters of the initial prepaid billing.

In addition to linking the prepaid amount to a billing plan, you must determine the parameters against which the prepaid balance can be utilized. You can choose to use the prepaid balance against any of these activities:

- All billing activity for all (or some) rate-based contract lines that are contained in the contract.
- All billing activity for one rate-based contract line that is contained in the contract.
- All billing activity for a particular project or activity that is associated with a rate-based contract line that is contained in the contract.
- A portion of the billing activity that is based on resource type or resource category for any of the preceding.

When PeopleSoft Contracts sends rate-based billing activity to PeopleSoft Billing, PeopleSoft Contracts creates additional utilization rows and sends those to PeopleSoft Billing to net out billable amounts. As these rows are sent to PeopleSoft Billing, the prepaid committed amount is increased. After you run the Billing to Projects/Contracts Interface process to finalize billing, the prepaid remaining amount is decremented appropriately. In addition, the system sends the utilization rows back to PeopleSoft Project Costing for analysis and to adjust the balance sheet accounting. The utilization process continues until the prepaid balance equals zero.

Here is a high-level overview of the steps that are involved in setting up and processing advances:

| Step | Navigation |
|--|--|
| Generate an award from PeopleSoft Grants. | Grants, Proposals, Generate Award |
| Enter the advance amount in the Prepaid pages in PeopleSoft Contracts. | Customer Contracts, Create and Amend, General Information, Prepays |
| Define an initial billing plan in PeopleSoft Contracts. | Customer Contracts, Schedule and Process Billing, Define Billing Plan |
| Define any applicable utilization criteria in PeopleSoft Contracts. | Customer Contracts, Determine Price and Terms, Prepaid Utilization Rules |
| Set your Billing Plan in PeopleSoft Contracts for the initial prepaid amount to the <i>Ready</i> status. | Customer Contracts, Create and Amend, General Information, Billing Plans Then click the link under the Plan column heading. |

| Step | Navigation |
|--|--|
| Run the Contracts/Billing Interface process (CA_BI_INTFC) in PeopleSoft Contracts to pull transaction lines into PeopleSoft Contracts and initiate advance utilization processing. | Customer Contracts, Schedule and Process Billing Then select either Process As Incurred Billing, Process Recurring Billing, or Process Other Billing Methods. |
| Run the Billing Interface process (BIIF0001) in PeopleSoft Billing. | Billing, Interface Transactions, Process Billing Interface |
| Approve the bill lines for the billing worksheet and create a real bill. | Billing, Manage Billing Worksheet, Update Billing Worksheet |
| Finalize the prepaid initial billing by running the Billing Finalization Process (BIIVC000). | Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices OR Billing, Generate Invoices, Consolidated, Finalize and Print Invoices |
| Update the Contracts Prepaid tables with the advance billing information by running the Billing to Projects/Contracts Interface process (BIPCC000) in PeopleSoft Billing. | Billing, Generate Invoices, Utilities, Update Contract/Projects Data |
| Run the Billing-to-Projects process (PC_BI_TO_PC) to update the PeopleSoft Project Costing tables with the billed and utilization information. | Project Costing, Revenue Collection, Retrieve Billing Items |

Related Links

"Establishing Prepaid Amounts (*PeopleSoft FSCM 9.2: Contracts*)"

"Running the Contracts Billing Interface Process (*PeopleSoft FSCM 9.2: Contracts*)"

"Running the Billing Interface Process (BIIF0001) (*PeopleSoft FSCM 9.2: Billing*)"

"Running Single-Action Jobs for Regular and Consolidated Invoices (*PeopleSoft FSCM 9.2: Billing*)"

Scheduled Billing

A bill schedule is usually established when reimbursement from the sponsor is based on clinical trials or deliverables instead of specific actual expenses. The sponsor usually outlines the bill schedule in the award document. Instead of using feeder systems to add transactions to the Project Resource table (PROJ_RESOURCE), you use the Add Transactions page in PeopleSoft Project Costing to add scheduled bill lines directly to the Project Resource table.

Here are the steps to creating a bill schedule:

| Step | Navigation |
|--|---|
| Define an analysis type to represent scheduled bill rows (for example, SCH). | Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types |
| Associate the analysis type with an analysis group (for example, All). | Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups |

| Step | Navigation |
|--|--|
| Map the analysis type to the PSWKS analysis group. Note: PSWKS is the analysis group that the system uses for the billing process. The system will not bill the rows without this association. | Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups |
| Create a rate set or rate plan for your schedule analysis type. Note: This is an important step. To create BIL rows, you need to price the scheduled bill transactions that you create on the Add Transactions page. The rate set or rate plan is required for this purpose. Also, to limit the system from processing all transactions rows that populate the Add Transactions page, you must define a special rate set or rate plan that processes only scheduled bill rows. This ensures that only scheduled bill rows are used to create an invoice. | Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Set AND Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Plan |
| Generate your award in PeopleSoft Grants. | Grants, Proposals, Generate Award |
| In PeopleSoft Contracts, make sure the contract is set to process scheduled bills: <ul style="list-style-type: none"> Associate the bill schedule rate set or rate plan with your contract before you process billing Make sure the Method of Payment field on the Billing Options page is set to the <i>Cost Reimbursable</i> billing method. | Customer Contracts, Create and Amend, General Information, Billing Plan AND Customer Contracts, Create and Amend, General Information, Billing Options |
| Enter the scheduled bill rows into the Add Transactions page and apply the transactions to the Project Resources table by clicking the Process Transactions button. | Project Costing, Transaction Definitions, Add Transactions |
| Run the Pricing Engine in PeopleSoft Project Costing. | Project Costing, Cost Collection Then select Expenses, General Ledger, Inventory, Order Management, Payables, Purchasing, Purchasing Adjustment, Time and Labor, or Services Procurement. |

Instructions on using analysis types, creating rate sets and rate plans, adding transactions, and running the pricing engine appear in the *PeopleSoft Project Costing* documentation. Instructions on associating rate sets and rate plans with contracts and setting billing options appear in the *PeopleSoft Contracts* documentation.

Related Links

"Understanding Transaction-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)"

"Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing (*PeopleSoft FSCM 9.2: Contracts*)"

"Viewing and Adding Transactions (*PeopleSoft FSCM 9.2: Project Costing*)"

"Defining General Contract Information (*PeopleSoft FSCM 9.2: Contracts*)"

Billing Plan Events

To further manage and control the timing of billing for transactions that are associated with a contract line, you can define billing events in PeopleSoft Contracts. Billing events are points in time that you define that trigger billing. If you choose to use billing events, you will need to manage the status of those events before you run the billing application engine process. Two event types are available to choose from: Milestone or Date.

- **Milestone**

You must first select the origin of the milestone (Contract or Project). The system will look to the application that you specify for the milestone and its status to mark the event as complete.

If you choose to use this method for a PeopleSoft Grants contract, you must create and manage milestones on the Project Activity - Definition page. If you select the project activity to be a milestone activity, then you need to manage the status of that activity in PeopleSoft Project Costing.

To ensure that all milestones are set to the correct status before billing occurs, run the Milestone Processing application engine (CA_MS_PRC) before running the Billing application engine (CA_BI_INTFC) or the Revenue Recognition application engine processes (CA_LOAD_DEF, CA_LOAD_GL1, or PSA_ACCTGGL).

- **Date**

Use the *Date* event type when you want billing for a specific amount to occur on a specific date. In this case you must enter the date that billing should occur and the percent or amount of the total amount for the lines that should be billed.

Related Links

"Defining Billing Plans (*PeopleSoft FSCM 9.2: Contracts*)"

"Setting Up Milestones (*PeopleSoft FSCM 9.2: Contracts*)"

Over-the-Limit Processing

PeopleSoft Contracts provides Over-the-Limit (OLT) processing to prevent billing for more than the amount of an award (contract). In PeopleSoft Contracts, you can choose to set a maximum amount that may be billed for each contract line that is associated with a contract. This is referred to as a *limit*.

Here's some general information about how PeopleSoft Contracts handles Over-the-Limit processing:

- The Pricing application engine (PC_PRICING) calls limit processing to check the transactions against this limit.
- Any transactions exceeding the limit are marked OLT and are held back from further processing.
- OLT rows are excluded from billing and revenue processing until you select the Limit Override check box on the Related Projects page in PeopleSoft Contracts.

If you select the Limit Override check box, the system sends the rows to PeopleSoft Billing and books them to revenue. Future transactions are processed regardless of the previously specified limit.

- If you choose to withhold a portion of the billable amount as a retainage, the retainage may be applied against the over-the-limit item before it is sent to PeopleSoft Billing, depending on the specified installation option.

Splitting Over-the-Limit Transactions

PeopleSoft Contracts provides the option to split OLT transactions so that the portion of the bill that is under the limit amount can continue with billing and revenue processing. This option is especially useful for PeopleSoft Grants Letter of Credit billings as it enables you to optimize your cash flow and spend funds down to the penny.

The option to split OLT transactions is configured at the installation level on the Installation Options - Contracts page. To activate this option, select Split to Match Limit Exactly. When billing occurs, the system splits BIL rows into separate BIL and OLT lines. This enables you to reach limit amounts exactly with the BIL line.

The system then places the remaining contract line amount onto an OLT line. You can release all over-the-limit rows on a limit by selecting the Limit Override check box on the Related Projects page in PeopleSoft Contracts. Selecting this check box enables over-the-limit rows to be picked up for billing and booked to revenue the next time that you run the billing and revenue processes.

Related Links

"Running the Contracts Billing Interface Process (*PeopleSoft FSCM 9.2: Contracts*)"

Letter of Credit Processing

The LOC billing process calculates LOC draws based on LOC numbers and summarizes the information by document number.

PeopleSoft Billing can defer a charge. Upon approval of an LOC worksheet that contains deferred bill options, the portion of the line amount that is billed retains the BIL (billable amount) analysis type and is billed. The line that is deferred is given the DEF (deferred amount) analysis type and is written back to the Project Resource table. The deferred amount is then brought back into the PeopleSoft Billing system at a later date when you are running processes that populate the billing worksheet.

The PeopleSoft Contracts application engine process (CA_BI_INTFC) selects resource rows (for rate-based methods) from the Project Resource table for PeopleSoft Grants contracts and creates bill lines in the billing interface tables.

After the Billing Interface process stages the billing data in these tables, the billing interface processes the data to create bills.

PeopleSoft Billing ensures that for all awards that use LOC as the means for obtaining payment, the awarded LOC and LOC document number are carried into the bill header.

With LOC processing, you can:

- Establish funding limits.
- Delete worksheet process instances.
- Defer, write off, or bill each line.

- Print pro formas before finalizing data.

Related Links

"Processing Billing Worksheets (*PeopleSoft FSCM 9.2: Billing*)"

"Understanding Online Bill Entry (*PeopleSoft FSCM 9.2: Billing*)"

Letter of Credit Summaries

Use the Letter of Credit Summary page to review the LOC draw for individual LOC documents. The page displays the limit amount, previous amount, unbilled amount (real and temporary), and allowable draw. The unbillable amount represents the difference between the unbilled amount and the allowable draw amount. The bottom of the page tracks overall dollar amounts for the LOC number. Amounts are updated as you modify information on the billing worksheet. This page is display-only.

Instructions on viewing the LOC summary appear in the *PeopleSoft Billing* documentation.

Related Links

"Processing Billing Worksheets (*PeopleSoft FSCM 9.2: Billing*)"

Understanding Integrating PeopleSoft Grants with Other Applications

Understanding Integrating PeopleSoft Grants with Other Applications

These topics discuss integration process flows for PeopleSoft Grants.

Integration Process Flows for PeopleSoft Grants

This section discusses:

- Integration process map.
- PeopleSoft Contracts and PeopleSoft Project Costing.
- PeopleSoft Human Resource Management.
- PeopleSoft Time and Labor.
- PeopleSoft Billing.
- PeopleSoft General Ledger.
- PeopleSoft Receivables.
- The Procurement Process.
- PeopleSoft Purchasing.
- PeopleSoft Inventory.
- PeopleSoft Payables.
- Integration with third-party systems.

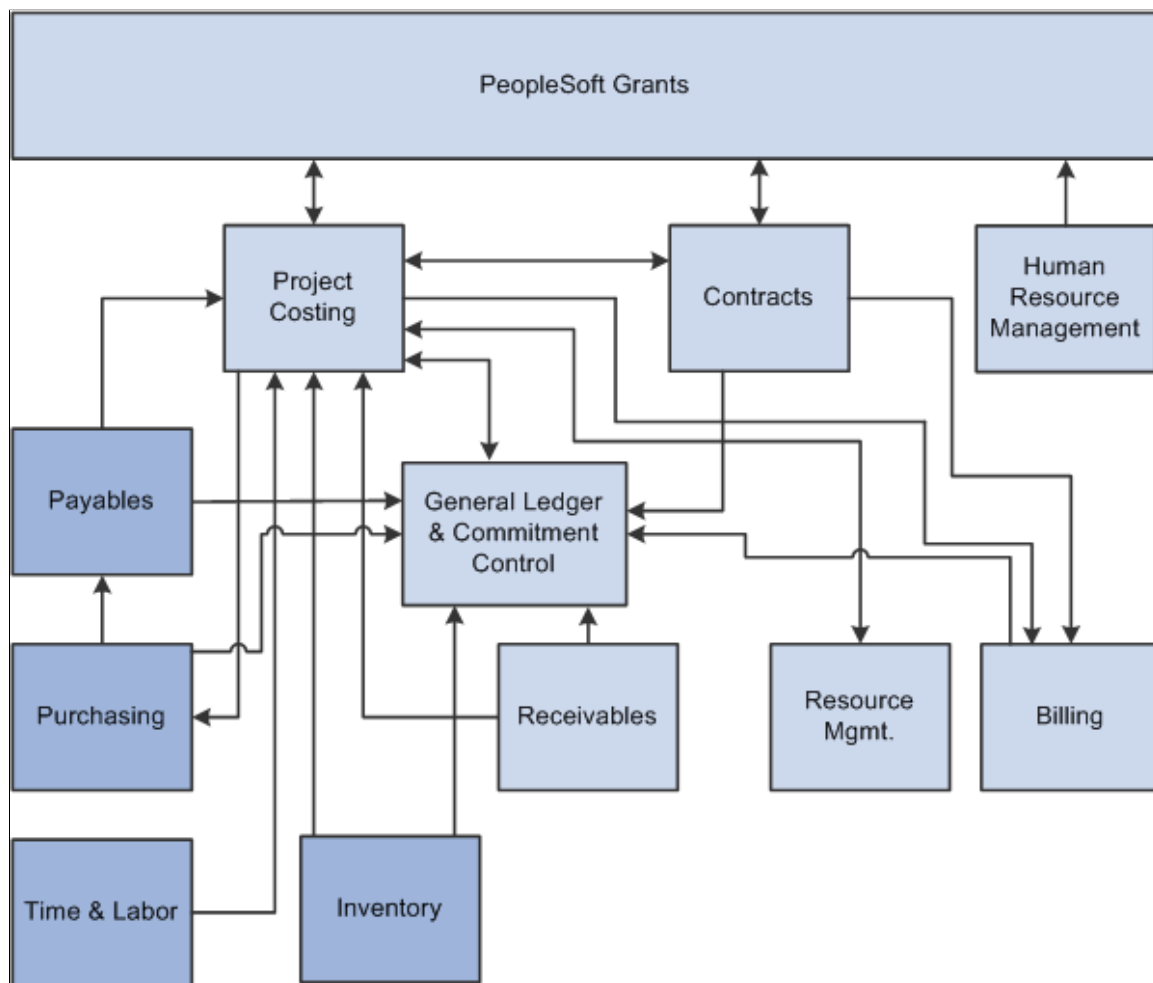
Integration Process Map

PeopleSoft Grants provides a full-featured grants-administration system that integrates with PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft Human Resources, PeopleSoft Time and Labor, PeopleSoft Billing, PeopleSoft General Ledger, PeopleSoft Receivables, PeopleSoft Purchasing,

PeopleSoft Inventory, and PeopleSoft Payables. Additionally, you can integrate PeopleSoft Grants with third-party applications.

Image: Grants integration with other PeopleSoft applications

This diagram illustrates the integration touch points between PeopleSoft Grants and PeopleSoft Human Resource Management, Project Costing, Contracts, Payables, General Ledger, Purchasing, Receivables, Resource Management, Billing, Time and Labor, and Inventory:



PeopleSoft Contracts and PeopleSoft Project Costing

Through the award generation process, PeopleSoft Grants writes award information to PeopleSoft Contracts and PeopleSoft Project Costing. For awards that do not have a proposal (blue bird awards), you must enter information directly into PeopleSoft Contracts and PeopleSoft Project Costing.

The system writes data to these PeopleSoft Contracts tables during the PeopleSoft Grants award generation process:

- CA_CONTR_HDR
- CA_BILL_PLAN
- CA_ACCTPLAN

- CA_DETAIL
- CA_DTL_DST_DATE
- CA_DETAIL_UAR
- CA_RATE
- CA_DETAIL_PROJ

The system writes data to these PeopleSoft Project Costing tables during the PeopleSoft Grants award generation process:

- PROJECT
- PROJ_ACTIVITY
- PROJ_DOCUMENT
- PROJ_LOCATION
- PROJECT_MGR
- PROJECT_TEAM
- PC_BUD_PLAN
- PC_BUD_DETAIL

PeopleSoft Project Costing integrates with both PeopleSoft Billing and PeopleSoft Contracts, so any adjustments, discounts, released retainages, or limits that are created for project-related bills are inherited from corresponding bills and contracts.

PeopleSoft Grants uses the fundamental structure of PeopleSoft Project Costing to write general project information, project activity information, and budget information directly to PeopleSoft Project Costing.

Note: Any scanning, imaging, or attachments of electronic award notifications are institution specific. You can modify additional validation checks and required fields based on internal project approval requirements. You can also decide to build interfaces that populate or update project records and sponsor websites, electronic data interchange (EDI) transaction sets, and data warehouses.

Related Links

[Establishing Project Activities](#)

[Establishing Project Profiles](#)

PeopleSoft Human Resources Management

To synchronize data with PeopleSoft Human Resources Management (HRMS), PeopleSoft Grants subscribes to application messages. Application messaging is based on the publish-and-subscribe model, which enables PeopleSoft applications to integrate with each other and with third-party applications.

On one end, a message is created and published; on the other end, the message is delivered to any number of subscribers. PeopleSoft Grants subscribes to the following application messages:

For more information, see

PeopleTools: PeopleSoft Integration Broker Administration

Action/Reason

These application messages synchronize changes to person data resulting from business activities such as promotions, transfers, terminations, salary increases, and leaves of absence as well as the reasons for taking the actions.

| Message Name | Table |
|------------------------|--------------------|
| ACTION_REASON_SYNC | PS_ACTN_REASON_TBL |
| ACTION_REASON_FULLSYNC | PS_ACTN_RSN_LANG |

Business Unit Table HR

These application messages determine whether a business unit exists in the business unit table. If so, the business unit populates the description work fields. If the business unit does not exist, it is added to the business unit table. Call functions populate the TableSet controls.

| Message Name | Table |
|----------------------|--------------------|
| BUS_UNIT_HR_SYNC | PS_BUS_UNIT_TBL_HR |
| BUS_UNIT_HR_FULLSYNC | PS_BUS_UNIT_HR_LNG |

Job Code Table

These application messages synchronize job code information, such as job code, effective dates, and salary grade.

| Message Name | Table |
|---------------------|-----------------|
| JOBCODE_SYNC | PS_JOBCODE_TBL |
| JOBCODE_FULLSYNC | PS_JOBCODE_LANG |

Name Prefix and Suffix Tables

These application messages synchronize all of the name prefixes or titles.

| Message Name | Tables |
|------------------------------|--------------------|
| NAME_PREFIX_SUFFIX_SYNC | PS_NAME_PREFIX_TBL |
| NAME_PREFIX_SUFFIX_FULLSYNC1 | PS_NAME_SUFFIX_TBL |
| NAME_PREFIX_SUFFIX_FULLSYNC2 | PS_NAME_PREFIX_LNG |
| NAME_PREFIX_SUFFIX_FULLSYNC3 | PS_NAME_SUFFIX_LNG |
| NAME_PREFIX_SUFFIX_FULLSYNC4 | PS_NM_ROYSUFF_TBL |
| | PS_NM_ROYPREF_TBL |
| | PS_NM_ROYPREF_LNG |
| | PS_NM_ROYSUFF_LNG |

Person Accomplishments

These application messages synchronize a person's accomplishment information, such as accomplishments, majors, and date issued.

| Message Name | Table |
|------------------------|--------------------|
| PERSON_ACCOMP_SYNC | PS_ACCOMPLISHMENTS |
| PERSON_ACCOMP_FULLSYNC | PS_ACCOMP_TBL_LANG |
| | PS_ACCOMPLISH_LANG |

Person Competency

These application messages synchronize a person's competency information, such as college major and accomplishments.

| Message Name | Tables |
|---------------------|-------------------|
| COMPETENCY_SYNC | PS_MAJOR_TBL |
| COMPETENCY_FULLSYNC | PS_ACCOMP_TBL |
| | PS_MAJOR_TBL_LANG |

Person Diversity

These application messages synchronize data relating to an employee's nationality and nationality-based work eligibility.

| Message Name | Table |
|---------------------------|--------------|
| PERSON_DIVERSITY_SYNC | PS_DIVERSITY |
| PERSON_DIVERSITY_FULLSYNC | |

Person Prior Work Experience

These application messages synchronize details of an employee's previous employers and jobs.

| Message Name | Table |
|----------------------------|---------------------|
| PERSON_PRIOR_WORK_SYNC | PS_PRIORWORK_EXPER |
| PERSON_PRIOR_WORK_FULLSYNC | PS_PRIORWRK_EX_LNG. |

Personal Data

These application messages synchronize an employee or applicant's basic information, such as name, address, and email address.

| Message Name | Tables |
|-----------------------|--------------------|
| PERSON_BASIC_SYNC | PS_EMAIL_ADDRESSES |
| PERSON_BASIC_FULLSYNC | PS_PERS_DATA_EFFDT |
| | PS_PERS_NID |
| | PS_PERSONAL_DATA |
| | PS_PERSONAL_PHONE |
| | PS_NAMES |
| | PS_PERSONL_DTA_LNG |
| | PS_PERS_DTAEFF_LNG |

Position Data

These application messages synchronize position data, such as position status, status date, effective date, and reason code.

| Message Name | Table |
|---------------------|-------------------|
| POSITION_SYNC | PS_POSITION_DATA |
| POSITION_FULLSYNC | PS_POSN_DATA_LANG |

School Table

These application messages synchronize school code, description, state, and school type information with an external system.

| Message Name | Table |
|---------------------|--------------------|
| SCHOOL_SYNC | PS_SCHOOL_TBL |
| SCHOOL_FULLSYNC | PS_SCHOOL_TBL_LANG |

State Table

These application messages synchronize state name, description, and abbreviation information.

| Message Names | Table |
|----------------------|--------------------|
| STATE_SYNC | PS_STATE_NAMES_TBL |
| STATE_FULLSYNC | PS_STATE_NAMES_LNG |

Workforce Data

These application messages synchronize workforce information, such as employee job history data (including actions taken, department, job code, location, and salary history), based on the records in the JOB_DATA panel group.

| Message Name | Table |
|---------------------|-------------------|
| WORKFORCE_SYNC | PS_JOB |
| WORKFORCE_FULLSNYC | PS_EMPLOYMENT |
| | PS_EMPLOYMENT_LNG |

PeopleSoft Time and Labor

The system brings labor costs into PeopleSoft Project Costing whenever a user needs estimates for billing. To do this the system uses tables, enterprise integration points, and other processes that are delivered with PeopleSoft Project Costing and PeopleSoft Time and Labor.

To enable data transfer from PeopleSoft Time and Labor to PeopleSoft Project Costing during a payroll period, PeopleSoft Time and Labor uses an estimation process that is linked with Payroll to summarize hours and labor expenses. These estimates are brought into PeopleSoft Project Costing as transactions with an analysis type of Time and Labor Accruals. To facilitate billing from estimates, the system creates Time and Labor for Billing rows (TLB) as part of the estimate process. The monetary amounts of these estimates are close to what the eventual pro rata amounts will be after the payroll close, but they are subject to change.

When setting up integration between PeopleSoft Project Costing and PeopleSoft Time and Labor, remember that you are working in two separate databases—PeopleSoft Financials and PeopleSoft HRMS. Therefore, information must be present in both databases before you can begin.

Six project prompt tables (along with the Project Team and Project Status tables) in PeopleSoft Time and Labor are populated by integration with PeopleSoft Project Costing.

Note: The prompt tables are synchronized between PeopleSoft Financials and PeopleSoft HRMS by means of application messaging. Refer to the enterprise integration documentation for more information.

PeopleSoft Billing

The Contracts/Billing Interface application-engine process (CA_BI_INTFC) selects resource rows and creates bill lines in the Billing Interface tables (INTFC_BI and its related tables). After the Contracts/Billing Interface process has staged the billing data in these tables, the Billing Interface application engine process (BIIF0001) creates bills.

The Projects/Contracts Interface process (BIPCC000) moves data from Billing to Projects. It places all approved-billed rows in the Project Resource (PROJ_RESOURCE) table.

Related Links

"Understanding the Contracts Billing Process (*PeopleSoft FSCM 9.2: Contracts*)"

PeopleSoft General Ledger

PeopleSoft Project Costing has a built-in integration with PeopleSoft General Ledger through the Journal Generator for both single-sided and double-sided transactions.

Single-Sided Transactions

Single-sided transactions refer to transaction rows that either have no accounting implications or have yet to be matched with a corresponding debit or credit entry before being posted to the general ledger.

You can enter single-sided transactions into PeopleSoft Project Costing using the Add Transactions page or through integrations with other PeopleSoft or third-party applications.

Accounting rules determine the journal lines that are created from project transactions for all single-sided transactions that are sent to the general ledger. The Accounting Rules Engine process (PSA_ACCTGGL) uses the accounting rules to create double-sided entries, which are placed in the Common Accounting Line table (CA_ACCTG_LN_PC).

Double-Sided Transactions

Accounting entry templates are not necessary for distributing double-sided transactions. To distribute double-sided transactions that you created on the Resource Adjustments page in PeopleSoft Project Costing, run the Journal Generator using the PC_ADJUST run control with the PCDEFN accounting entry definition that is specified. This distributes the transactions to the Journal Header table (JRNL_HEADER) and Journal Line table (JRNL_LINE) in PeopleSoft General Ledger.

Then, you can retrieve posted journals back to PeopleSoft Project Costing with the GL to PC Interface process (PC_GL_TO_PC).

PeopleSoft Commitment Control

PeopleSoft Commitment Control is an optional feature of PeopleSoft General Ledger that enables you to control expenditures actively against predefined, authorized budgets. In particular, PeopleSoft Commitment Control enables you to:

- Create and maintain control budgets.
- Check actual transactions (such as actual expenditures and revenues) against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.
- Check recognized revenue against revenue estimate budgets.

When you set up the control budgets, you associate them with a particular PeopleSoft General Ledger business unit and designate amounts for them. You also define which kinds of transactions you will check against the control budgets. After the budgets are established, you check all of these transactions against the budgets, passing or failing the transactions depending on the remaining available budget amount and the degree of budgetary control that you set up for the budgets.

Related Links

"Understanding Integration with PeopleSoft General Ledger (*PeopleSoft FSCM 9.2: Project Costing*)"

"Understanding Integration Between PeopleSoft Project Costing and PeopleSoft Commitment Control (*PeopleSoft FSCM 9.2: Project Costing*)"

PeopleSoft Receivables

The integration of PeopleSoft Receivables with PeopleSoft Project Costing provides project managers with accounts receivable items and revenue-related adjustments. As a result, project managers have information about the progress of a project in terms of the outstanding revenue.

The Receivables Adjustments process (PC_AR_TO_PC) moves data from PeopleSoft Receivables to PeopleSoft Project Costing. The entry type and system functions for revenue-related adjustments in PeopleSoft Receivables are identified, and only those rows are moved to the Project Resource table.

Related Links

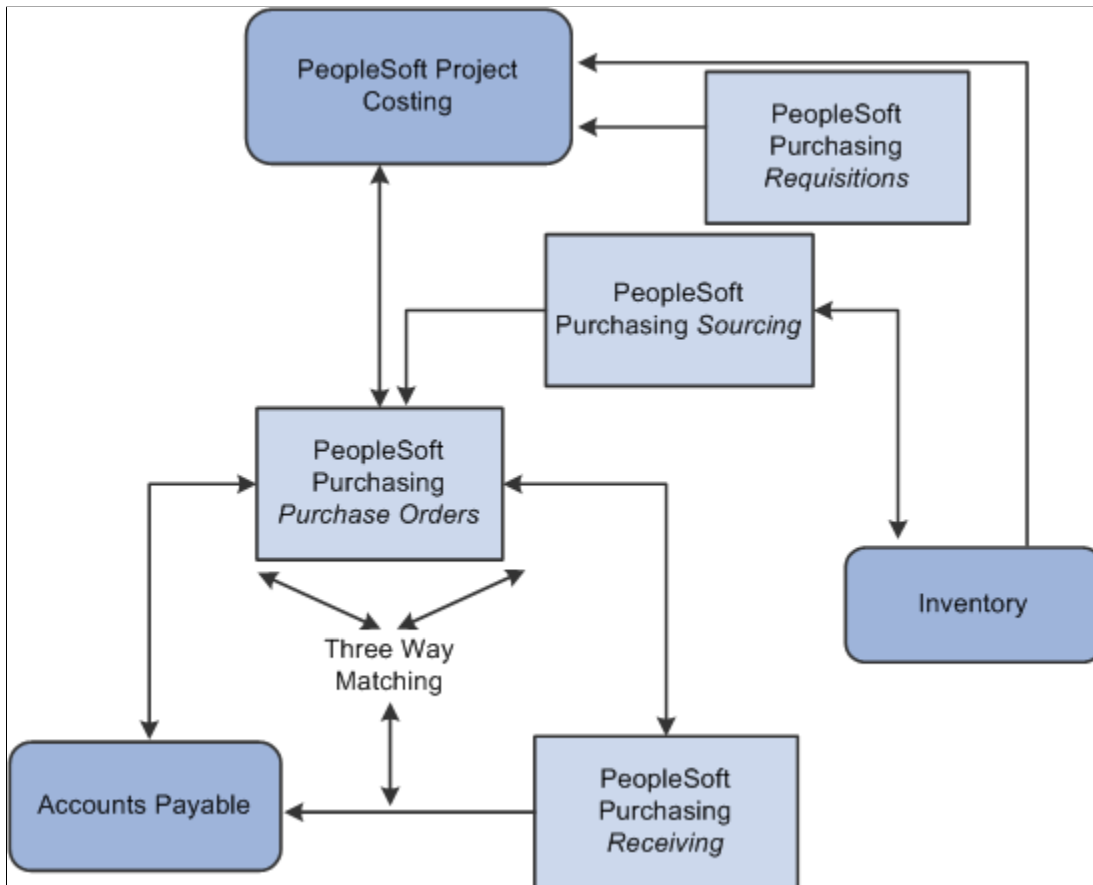
"Understanding Integration with PeopleSoft Receivables (*PeopleSoft FSCM 9.2: Project Costing*)"

The Procurement Process

You can enter requisitions into PeopleSoft Purchasing, then pull them into PeopleSoft Project Costing for tracking purposes.

Image: The procurement process

This diagram illustrates how PeopleSoft Project Costing manages the procurement process when it is integrated with PeopleSoft Purchasing, PeopleSoft Payables, and PeopleSoft Inventory.



PeopleSoft Purchasing

Data flows both ways between PeopleSoft Project Costing and PeopleSoft Purchasing. You can enter requisition lines directly into PeopleSoft Project Costing and then retrieve them through the Purchasing Requisition Loader and process them into requisitions in PeopleSoft Purchasing. Requisitions that are entered through another means in PeopleSoft Purchasing can be brought into PeopleSoft Project Costing as requisition lines. You can also pull transactions representing materials for which purchase orders have been created into PeopleSoft Project Costing as committed costs.

Use the Purchasing to Project Costing process (PC_PO_TO_PC) to pull requisitions or purchase orders into PeopleSoft Project Costing.

Related Links

"Understanding Procurement Costs (*PeopleSoft FSCM 9.2: Project Costing*)"

PeopleSoft Inventory

After the sourcing routine in PeopleSoft Purchasing identifies an item on a requisition as an inventory item, you can check purchasing availability directly from PeopleSoft Purchasing or create and place a demand on the Inventory Demand Interface table (IN_DEMAND), where PeopleSoft Inventory picks it up. PeopleSoft Inventory then determines whether the demand can be fulfilled.

If it cannot be fulfilled, the demand is sent back to PeopleSoft Purchasing, and a purchase order is generated or the demand is back-ordered. If the demand can be fulfilled, the requested items are assigned to the project ID that you identify on the demand. The fulfilled demand is then placed by means of inventory costing on the Invoice Accounting Distribution table (CM_ACCTG_LINE), where PeopleSoft Project Costing can pick it up and bring it in as a resource transaction with an analysis type of ACT (actual cost).

Use the Inventory Process Request page to pull fulfilled demands into PeopleSoft Project Costing from PeopleSoft Inventory.

Related Links

"Integrating with PeopleSoft Inventory (*PeopleSoft FSCM 9.2: Project Costing*)"

PeopleSoft Payables

After you create a purchase order in PeopleSoft Purchasing, you can send it to PeopleSoft Payables. When you enter vouchers in PeopleSoft Payables for bills received, they go through a matching process. After the system matches a voucher, it is approved and posted to the AP Accounting Entries table (VCHR_ACCTG_LINE). Vouchers in this table that carry a PC distribution status of *N* can then be pulled into PeopleSoft Project Costing with a default analysis type of ACT.

Use the Process Request page to run the AP to PC Interface process (PC_AP_TO_PC) and pull approved vouchers into PeopleSoft Project Costing from PeopleSoft Payables.

Related Links

"Integrating with PeopleSoft Payables (*PeopleSoft FSCM 9.2: Project Costing*)"

Integration with Third-Party Systems

PeopleSoft Project Costing integrates with third-party systems by pulling data elements from external systems into corresponding fields in PeopleSoft Project Costing. The only requirement is that you can export the information out of your third-party systems to a database table or a flat file, and then import the information into the PeopleSoft Project Costing interface tables.

Related Links

"Understanding Third-Party Data Integration (*PeopleSoft FSCM 9.2: Project Costing*)"

Setting Up and Using the Grants Portal

Setting Up and Using the Grants Portal

These topics provide an overview of the PeopleSoft Grants Portal and the Grants portal security, list common elements, and discuss how to:

- Set up the Grants portal.
 - Stage data to the Grants portal.
 - View award data.
 - View project data.
 - View personnel data.
 - View transaction data.
-

Understanding the PeopleSoft Grants Portal

The PeopleSoft Grants portal is a central navigation page in PeopleSoft Enterprise Grants for award and project pages. The portal is a central launching point to navigate through the PeopleSoft Grants solution. It provides links to key grant management-related features and enables users to drill down to the details of transactions and documents.

The Grants portal enables principal investigators (PI) and project managers (PM) to access information about sponsored project efforts. The portal provides PIs and PMs immediate insight into essential information regarding awards so that they can manage fiscal responsibilities and work more productively when interacting with the PeopleSoft Grants solution. The portal provides access to financial (budget, commitment, actual), compliance, resource, and schedule information that is related to proposals and awards.

Understanding Grants Portal Security

This section discusses:

- Security layers.
- Access-level tables
- The Generate Award process.

Security Layers

The Grants portal security is set up in two layers.

First Layer of Security

The first layer of security is based on the users who are assigned to an award. The award PI and the grants administrator roles for the award are automatically granted access to award, project, and personnel pages when a new award is created in PeopleSoft Grants. This is performed by means of the Generate Award process and selecting the Add to Grants Portal Security check box.

An award PI can view all awards for which he or she is the project PI. The valid role is PROJECT_TEAM.PLAN_PROJROLE = PI.

A grants administrator can view all awards for which he or she is the grants administrator on the award. The valid role is GM_AWARD.GM_ADMIN_CNTCT.

Second Layer of Security

The second layer of security is based on the users who are assigned to a project. The project PI and the department administrator roles for the project are automatically granted access to project and personnel pages when a new project is created in PeopleSoft Grants. This is performed by means of the Generate Award process as long as the Add to Grants Portal Security check box is selected.

If a user is not assigned the role of project PI or department administrator, then the user is not granted access to view awards in the award portal pages.

During the Generate Award process, the system only gives access to project team members who:

- Have a role that matches a role on the Grants Portal Security – Access Rights page.
- Have the appropriate access rights, meaning:
 - The Award Page check box is selected.
 - The Access Code is Read Only Access or Read/Write Access.

An administrator can view all projects for which he or she is assigned as the department administrator. Valid roles include: GM_PRJ_DEPT.EMPID or PROJECT_TEAM.PLAN_PROJROLE = PROJ_ADMIN.

Note: The field for the project role is configurable for your organization. Your organization must assign the delivered configuration of PI to the principal investigator and the delivered configuration of project administrator to the administrator on the Project Team page. If your organization is not using the delivered configuration setup on the Grants Portal Security – Access Rights page for these roles, then security for the department administrator must be granted manually through the Award or Project Access pages.

Security to the Grants portal can be set up using these pages:

- The Global Security Access page.
- The PI/Project Manager Access page.

- The Division Access page.
- The Award Access page.
- The Project Access page.
- The Employee Access page.

Use the Global Security Access page to grant access to all awards and projects in the Grants portal. Employees entered on this page have access to all awards and projects. Additional employees (Emp ID) are granted access through one or more of four access pages: PI/Project Manager, Division, Award, and Project.

When using the PI/Project Manager Access page or the Division Access page, you grant access to users using the Assigned to Emplid. When selecting:

- Award or Project, you grant access to users by business unit and award ID or business unit and project ID.
- Employee, you view access to users by the union of Level 2 and Level 3 tables.

Access-Level Tables

Access-level tables are created when the Access Authority page is saved. Three access-level tables are available: Level 1, Level 2, and Level 3.

When you create the Level 1 table, the employee ID at the top of the page (Emp ID 1) is associated with all employee IDs that are in the grid (Emp ID 2).

Example of Access-Level Tables

This example displays how employee PI001 (Emp ID 1) is associated with employees EM001 and EM002 (Emp ID 2).

Level 1 table:

| <i>Assigned By Employee ID</i> | <i>Employee ID</i> |
|---------------------------------------|---------------------------|
| PI001 | PI001 |
| PI001 | EM001 |
| PI001 | EM002 |

The level 1 table populates the level 2 and level 3 tables. The level 2 table is used to access awards through the portal.

Level 2 table - Award:

| <i>Employee ID</i> | <i>Award ID</i> |
|---------------------------|------------------------|
| PI001 | CON021 |

| <i>Employee ID</i> | <i>Award ID</i> |
|---------------------------|------------------------|
| PI001 | CON022 |
| PI001 | CON023 |
| EM001 | CON021 |
| EM001 | CON022 |
| EM001 | CON023 |
| EM002 | CON021 |
| EM002 | CON022 |
| EM002 | CON023 |

The level 3 table is used to access projects through the portal.

Level 3 table - Project:

| <i>Employee ID</i> | <i>Project ID</i> |
|---------------------------|--------------------------|
| PI001 | PROJ115 |
| PI001 | PROJ116 |
| PI001 | PROJ117 |
| EM001 | PROJ115 |
| EM001 | PROJ116 |
| EM001 | PROJ117 |
| EM002 | PROJ115 |
| EM002 | PROJ116 |
| EM002 | PROJ117 |

See [Staging Award/Project Data Run Control Page](#).

The Generate Award Process

The Generate Award process, as it relates to security, performs different tasks assuming the Add to Grants Security check box is selected and whether the Pre-award Spending check box is selected.

If the Add to Grants Security and the Pre-award Spending check boxes are selected, the system:

- Inserts all employees from the project team whose role matches the role in Grants Portal Security - Access Rights page into the level 3 table for the project (projects security).
- Inserts all employees who have global access into the level 3 table for the project.
- Inserts all employees who have division access into the level 3 table for the project if the major subdivision field on the project matches the division.

If the Add to Grants Security check box is selected and the Pre-award Spending check box is not selected, therefore an award is created, the system:

- Finds the department administrator and:
 - Inserts that employee into the level 2 table for the award.
 - inserts the employee ID of the department administrator into all associated projects for that award.
- Inserts the grant administrator into the level 2 table for the award.
- Finds all project team members who have a role that matches a role defined on Grants Portal Security - Access Rights page and:
 - Inserts those employees who have rights to access the award page into the level 2 record for the award.
 - Inserts those employees who have rights to access the project page into the level 3 record for the project.
- Finds all employees with global access and:
 - Inserts those employees into the level 2 record for the award;
 - Inserts those employees into the Level 3 record for all projects associated with the award.
- Finds all employees with division access and inserts those employees into the level 3 record for all projects associated to the award where the major subdivision on the project matches the division in the security.

Common Elements Used When Setting Up and Using the Grants Portal

| | |
|----------------------------------|--|
| As Of Date | Staging Process Date or As Of Date that is defined in the Financial Calculation Option section of the search page. |
| Average Monthly Burn Rate | $\text{Actual Amount} / [(\text{As Of Date} - \text{Period Start Date}) / 30]$. |
| Burn Rate | $(-1) \times \text{Remaining Balance} / \text{Budgeted Amount} + [(\text{Period End Date} - \text{As of Date}) / (\text{Period End Date} - \text{Period Start Date})]$. |

| | |
|------------------------------|--|
| Remaining Balance | Budgeted Amount – Actual Amount – Encumbrance Amount – Pre-Encumbrance Amount. |
| Remaining Month | Period End Date – As of Date. |
| Period End Date | Award End Date field, the Project End Date field, or the End Date of the Budget Period Through value that is entered in the Financial Calculation Option section of the search page. |
| Period Start Date | Award Begin Date field, Project Begin Date field, or the Start Date of the Budget Period From value that is defined in the Financial Calculation Option section of the search page. |
| Total Forecast Amount | Average Monthly Burn Rate × Remaining Month. |
| Uncommitted Amount | Remaining Amount – Total Forecast Amount. |
| Uncommitted Percent | Uncommitted Amount / Budgeted Amount × 100.00. |

Setting Up the Grants Portal

This section discusses how to:

- Set up access rights by role.
- Set up global access to the Grants portal.
- Set up access to the Grants portal for principal investigators and project managers.
- Set up access to the Grants portal by division.
- Set up access to the Grants portal by award.
- Set up access to the Grants portal by project.
- Set up access to the Grants portal by employee.
- Add awards and projects to the Grants portal security tables.

Pages Used to Set Up the Grants Portal

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------------|------------------------|---|--|
| Installation Options - Grants Portal | INSTALLATION_GMPT | Set up Financials/Supply Chain, Install, Installation Options, Grants Portal | Set up installation options for the grants portal. |
| Burn Rate Indicator Setup | GM_BU_BURN_INDC | Set up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Burn Rate Indicator Setup | Set up the burn rate indicator for spending. |

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|---|
| Grants Portal Security - Access Rights | GM_PT_ACCESS | Set up Financials/Supply Chain, Security, Grants Portal Security | Set up access rights by role. This setup is required to access the Grants portal. |
| Grants Portal Security - Global Security Access | GM_PT_ACC_LEVEL_0 | Grants, Grants Portal, Security Access, Grants Portal Global Access | Set up global access to the Grants portal. Use this page to determine the employees who have global access to the portal. |
| Grants Portal Security - PI/ Project Manager Access | GM_PT_ACC_LEVEL_1 | Grants, Grants Portal, Security Access, Grants Portal Access | Set up access to the Grants portal for principal investigators and project managers. |
| Grants Portal Security - Division Access | GM_PT_ACC_LEVEL_1 | Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Division link. | Set up access to the Grants portal by division. |
| Grants Portal Security - Award Access | GM_PT_ACC_LEVEL_2 | Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Award link. | Set up access to the Grants portal by award. |
| Grants Portal Security - Project Access | GM_PT_ACC_LEVEL_2 | Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Project link. | Set up access to the Grants portal by project. |
| Grants Portal Security - Employee Access | GM_PT_ACC_LEVEL_4 | Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Employee link. | Set up access to the Grants portal by employee. |
| Generate Award | GM_AWD_SETUP | Grants, Proposals, Generate Award | Add awards and projects to Grants portal security tables. |

Grants Portal Security - Access Rights Page

Use the Grants Portal Security - Access Rights page (GM_PT_ACCESS) to set up access rights by role.

This setup is required to access the Grants portal.

Navigation

Set up Financials/Supply Chain, Security, Grants Portal Security

Image: Grants Portal Security - Access Rights page

This example illustrates the fields and controls on the Grants Portal Security - Access Rights page. You can find definitions for the fields and controls later on this page.

| Grants Portal Security | | | | |
|-------------------------|--------------|------------------------|-------------------------------------|-------------------------------------|
| Access Rights | | | | |
| SetID SHARE | | | | |
| Detail Personalize Find | | | | |
| | Project Role | Description | Award Level | Project Level |
| 1 | ADM | Administrator | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | CADM | Contract Administrator | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | CPI | Co-PI | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Note: To access the Grants portal, this setup page is required.

Use this page to set up access rights by Set ID and project role. If a role is granted Read/Write Access on this page, then an employee who has that role can add additional employees on any security assignment page.

For example, if employee 001 has a project role of CPI (co-principal investigator), and the CPI role has a *Read/Write Access* value in the Access Code field on the Grants Portal Security - Access Rights page, then employee 001 can assign portal access to additional employees on the PI/Project Manager Access page.

| | |
|----------------------|--|
| Project Role | Enter the role of the employee who is associated with the grant or project. |
| Award Level | Select to enable the role to have access to awards. |
| Project Level | Select to enable the role to have access to projects. |
| Access Code | Select one of these values: <ul style="list-style-type: none"> <i>No Access</i>: Prevent access to an employee who has that role. <i>Read Only Access</i>: Enable an employee who has that role to view security rights. <i>Read/Write Access</i>: Enable an employee who has that role to view, add, and modify employees on the PI/Project Manager Access page. |

Grants Portal Security - Global Security Access Page

Use the Grants Portal Security - Global Security Access page (GM_PT_ACC_LEVEL_0) to set up global access to the Grants portal.

Use this page to determine the employees who have global access to the portal.

Navigation

Grants, Grants Portal, Security Access, Grants Portal Global Access

Image: Grants Portal Security - Global Security Access page

This example illustrates the fields and controls on the Grants Portal Security - Global Security Access page. You can find definitions for the fields and controls later on this page.

| Empl ID | Name | Award Page | Project Page | Security Administrator | End Date | DateTime of Query Creation | Last Update Date/Time | Last Update User ID |
|---------|------------------|-------------------------------------|-------------------------------------|--------------------------|----------|-----------------------------|-----------------------|---------------------|
| KU0022 | Turner, Cornelia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | 02/23/2013 7:22:40.000000PM | | |

Use this page to grant global security authorization to users. This page enables users (Emp ID 1) to have access to all awards and projects in the Grants portal. If you select the Security Administrator check box, the employee can assign distributed security access to other users to view portal pages.

EmplID (employee identifier)

Enter the IDs of the employees who have global access to portal pages.

Award Page

Appears as selected because this employee has access to all awards.

Project Page

Appears as selected because this employee has access to all projects.

Security Administrator

Select if this employee has security administrator privileges for the portal.

End Date

Enter a date that indicates when the employee no longer has global access to the portal. When a date is entered in this field and the date has past, the employee no longer has access to new projects and awards.

Note: This field is for reference only. To revoke access for an employee, you must use the Grants Portal Security - Award Access, the Grants Portal Security Project Access, or the Grants Portal Security - Employee Access pages. However, if a new award is generated after the end date specified on this page, the system does not grant access to the employee.

| | |
|------------------------------|---|
| Creation Date/Time | Displays the date and time that the employee was granted global access to the portal. |
| Last Update Date/Time | Displays the date and time that the employee's record was last updated. |
| Last Update User ID | Displays the user ID of the person who last updated the employee's record. |

Grants Portal Security - PI/Project Manager Access Page

Use the Grants Portal Security - PI/Project Manager Access page (GM_PT_ACC_LEVEL_1) to set up access to the Grants portal for principal investigators and project managers.

Navigation

Grants, Grants Portal, Security Access, Grants Portal Access

Image: Grants Portal Security - PI/Project Manager Access page

This example illustrates the fields and controls on the Grants Portal Security - PI/Project Manager Access page. You can find definitions for the fields and controls later on this page.

Grants Portal Security

PI/Project Manager Access

The employees entered in the grid below will be given access to all awards and projects that the PI/Project Manager entered in the Assigned By Employee ID has access to.

Search Criteria ?

Assigned By Employee ID: KU0042 Schumacher,Kenneth

Search

Employees Granted Portal Page Access ? Personalize | Find | View All | Portal Page Access 1 of 1 Last

| Empl ID | Name | Award Page | Project Page | Security Administrator | End Date | DateTime of Query Creation | Last Update Date/Time | Last Update User ID |
|---------|--------------------|-------------------------------------|-------------------------------------|--------------------------|----------|----------------------------|-----------------------|---------------------|
| KU0042 | Schumacher,Kenneth | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | 02/23/13 7:24:37.000000PM | | |

PI/Project Manager Division Award Project Employee

Save

Use this page to grant portal access to additional employees. The PI or PM is entered in the Assigned By Employee ID field and is the Assigned By Emp ID in the Level 1 table. The employees who are added to the EmplID field in the grid are the same as the Employee ID in the Level 1 table.

Employees who are entered in the grid are granted access to the same awards and projects that the employee entered in the Assigned By Employee ID field has access to and at the same level. However, you can deselect the Award Page and Project Page check boxes to remove access to the awards and projects.

The employee ID that is entered into the Assigned By Employee ID field must meet one of these conditions:

- The employee ID has a role that is listed on the Grants Portal Security - Access Rights page, where the Award Level check box is selected and the Access Code field has a value of *Read/Write Access* or *Read Only Access*.

- The employee ID is listed on the Global Access page or the PI/Project Manager Access page with the Security Administrator check box selected.

To grant portal access to additional employees:

1. The PI or PM enters an employee ID in the Assigned By Employee ID field.
2. Click the Search button.
3. Add additional employees in the EmplID field within the grid.
4. Complete the Award Page, Project Page, Security Administrator, and End Date fields.
5. Click the Add button to add more rows.
6. Click the Save button to save the information to the Level 1 table.

Assigned By EmpID (assigned by employee ID)

Select the ID of the employee who has the authority to grant access to other employees. This is the assigned by employee ID in the Level 1 table.

Search

Click to search for employees after entering a value in the Assigned By EmpID field. All employees who are associated with the assigned by employee ID in the Level 1 table are displayed in the grid. If no employees are associated with the assigned by employee ID, then only the assigned by employee ID is displayed in the grid.

EmpID

Select employees to grant access to the portal. This employee ID becomes the EmpID in the Level 1 table.

Note: All employee IDs are available in this selection field.

Award Page

Select to allow the EmpID in the grid to have access to the same Award Summary and Award Detail pages that the assigned by employee ID has access to. This creates a row in the Level 2 table.

Project Page

Select to allow the EmpID in the grid to have access to the same Project Summary and Project Detail pages that the assigned by employee ID has access to. This creates a row in the Level 3 table

Security Administrator

Select to indicate that the employee ID in the grid can grant portal access to other employees.

End Date

Enter a date that indicates when the employee (EmpID) no longer has access to the portal. When a date is entered in this field and the date has past, the employee will no longer have access to new projects and awards.

Note: This field is for reference only. To revoke access for an employee, you must use the Grants Portal Security - Award Access, the Grants Portal Security - Project Access, or the Grants Portal Security - Employee Access page.

Creation Date/Time

Displays the date and time that the employee was granted access to the portal.

Last Update Date/Time

Displays the date and time that the employee's record was last updated.

Last Update User ID

Displays the user ID who last updated the employee's record.

Grants Portal Security - Division Access Page

Use the Grants Portal Security - Division Access page (GM_PT_ACC_LEVEL_1) to set up access to the Grants portal by division.

Navigation

Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Division link.

Image: Grants Portal Security - Division Access page

This example illustrates the fields and controls on the Grants Portal Security - Division Access page. You can find definitions for the fields and controls later on this page.

Grants Portal Security

Division Access

The PI/Project Manager entered in the Search Criteria will be given access to all projects in the division(s) listed in the grid.

Search Criteria ?

Employee ID Schumacher, Kenneth

Granted Access to Divisions ? Personalize | Find | View All | | Portal Page Access 1-2 of 2 Last

| Division | Description | Award Page | Project Page | Security Administrator | End Date | DateTime of Query Creation | Last Update Date/Time | Last Update User ID |
|------------------------------------|-----------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------|----------------------------|-----------------------|---------------------|
| <input type="text" value="90210"/> | Biology Department | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text" value=""/> | 02/23/13 7:27:49.000000PM | | |
| <input type="text" value="90300"/> | School of Engineering | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text" value=""/> | 02/23/13 7:28:21.000000PM | | |

PI/Project Manager Division Award Project Employee

Use this page to grant access to the employee entered in the Search Criteria section. The Division field is the same as the Subdivision field on the Project Department page.

Employee ID

Select the employee ID of the employee who has the authority to grant access to other employees. This is the Emp ID in the Level 1 table. The employee IDs that are available to select from are:

- Employee IDs that have a role that is listed on the Grants Portal Security - Access Rights page, where the Award Level check box is selected and the Access Code is *Read/Write Access* or *Read Only Access*.
- Employee IDs that are listed on the Global Access page or the PI/Project Manager Access page with the Security Administrator check box selected.

Search

Click to search for divisions after entering a value in the PI/Project Manager field. All divisions that are associated with the PI/Project Manager in the Level 1 table appear in the grid.

Division

Select a division to provide all employees in that division access to the same awards and projects that the PI or PM has access to. Select a division to provide the employee in the PI/Project Manager field access to the same projects that the operator ID has access to. This field is equal to the Subdivision field on the Project Department page.

Award Page

Select to enable the EmpID in the grid to have access to the same Award Summary and Award Detail pages that the assigned by employee ID has access to. This selection creates a row in the Level 2 table.

Project Page

Select to enable the EmpID in the grid to have access to the same Project Summary and Project Detail pages that the assigned by employee ID has access to. This selection creates a row in the Level 3 table

Security Administrator

Select to indicate that the EmpID in the grid can grant security authorization to other employees.

End Date

Enter a date that represents the last date that the employee can access awards and projects within the division that is specified in the grid. For example, if the employee can access all awards and projects, within the division, until the end of the year, then enter December 31, YYYY as the end date. When a date is entered in this field and the date has past, the employee will no longer have access to new projects and awards.

Note: This field is for reference only. To revoke access for an employee, you must use the Award Access, Project Access, or Grants Portal Security - Employee Access pages.

Creation Date/Time

Displays the date and time that the employee was granted division access to the portal.

Last Update Date/Time

Displays the date and time that the divisions record was last updated.

Last Update User ID

Displays the ID of the user who last updated the division record.

Grants Portal Security - Award Access Page

Use the Grants Portal Security - Award Access page (GM_PT_ACC_LEVEL_2) to set up access to the Grants portal by award.

Navigation

Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Award link.

Image: Grants Portal Security - Award Access page

This example illustrates the fields and controls on the Grants Portal Security - Award Access page. You can find definitions for the fields and controls later on this page.

Grants Portal Security
Award Access

Search Criteria ?

Business Unit Award ID The effects of insulin on laboratory rats

Employees Granted Award Portal Page Access ?

Personalize | Find | View All | Portal Page Access 1 of 1 Last

| Select | Empl ID | Name | Award Page | Personnel Page | End Date | DateTime of Query Creation | Last Update DateTime | Last Update User ID |
|--------------------------|---------|---------------------|-------------------------------------|-------------------------------------|-------------------------------|------------------------------|-----------------------|---------------------|
| <input type="checkbox"/> | KU0042 | Schumacher, Kenneth | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |

☒ Select All ☐ Clear All

PI/Project Manager Division Award Project Employee

Use this page to grant access to employees by business unit and award ID. This page also grants access to the projects of the award specified in the Award ID field. If you use the Grants Portal Security - Global Access page, the Grants Portal Security - PI/Project Manager Access page, or the Grants Portal Security - Division Access page to add employees, this page is prepopulated with those employee IDs.

Any changes made to the Grants Portal Security - Award Access or the Grants Portal Security - Project Access pages overrides entries made to the Grants Portal Security - PI/Project Manager Access page and the Grants Portal Security - Division Access page.

Business Unit

Select a business unit that represents the award business unit.

Award ID

Select the ID of the award to which you want to grant access.

Note: Only awards that the logged in employee has access to appear in the award prompt.

Search

Click to search for employees after entering a value in the Business Unit and Award ID fields. If the system does not find results, the system populates the grid with:

- All employees on the project team whose role in security allows access to the award.

If the project team member has a role setup in the Grants Security page and that role has award access, then that team member appears in the grid.

- The contract administrator.

- The Grants contract administrator.

Select

Select a check box to revoke access to the award for the employee.

EmpID

Select employees to grant access to the award.

Award Page

Select to allow the employee ID in the grid to have access to the same Award Summary and Award Detail pages to which the assigned by employee ID has access. A row is created in the Level 2 table. When this page is saved, the system adds all projects that are associated with the award into the Level 3 table.

Deselect to remove access to a specific award. This field is considered an override field to a level 1 setup page. For example, a principal investigator grants access to employee KU44 using the Grants Portal Security - PI/Project Manager Access page (level 1). This grants employee KU44 access to three awards. These awards appear on the Grants Portal Security - Award Access page with the Award Page check box selected. If the PI wants to remove access to one of the awards, the PI can deselect the Award Page check box for that award.

This option should be used instead of the Revoke Selected Access button to provide the employee access to personnel information for the project but remove access to the Award page. For example, if the Award Page check box is deselected on the Grants Portal Security - Award Access page and the Personnel Page check box is selected on the Grants Portal Security - Project Access page, then the employee continues to have access to personnel information for the project.

Personnel Page

Select to indicate that the employee can view personnel information on the Personnel Summary and the Personnel Cost Details pages for the project. If the user selects this check box, the system automatically selects the personnel flag for all projects that are associated with this award on the Grants Portal Security - Project Access page.

End Date

Enter a date that represents the last date that the employee has access to the award through the portal. For example, if the employee can access award data through the portal until the end of the year, then enter December 31, YYYY as the end date.

Note: This value does not affect the end date on the page.

Creation Date/Time

Displays the date and time that the employee was granted access to the award.

Last Update Date/Time

Displays the date and time that the employee's record was last updated.

Last Update User ID

Displays the ID of the user who last updated the employee's record.

Revoke Selected Access

Click after selecting multiple rows to revoke the employee's access to the award. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows.

Note: This option only revokes access to the award, not the project that is attached to the award.

Grants Portal Security - Project Access Page

Use the Grants Portal Security - Project Access page (GM_PT_ACC_LEVEL_2) to set up access to the Grants portal by project.

Navigation

Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Project link.

Image: Grants Portal Security - Project Access page

This example illustrates the fields and controls on the Grants Portal Security - Project Access page. You can find definitions for the fields and controls later on this page.

Grants Portal Security

Project Access

Search Criteria ?

PC Business Unit: EGV05 Project: PI-PRJ60 ☐ Include Team Member?

Search

Research of structure of prote

Employees Granted Project Portal Page Access ? Personalize | Find | View All | 1-4 of 4 | Last

| Select | Empl ID | Name | Project Page | Personnel Page | End Date | DateTime of Query Creation | Last Update Date/Time | Last Update User ID |
|--------------------------|---------|---------------------|-------------------------------------|-------------------------------------|----------------------|------------------------------|-----------------------|---------------------|
| <input type="checkbox"/> | KU0004 | Grafton, Kenneth | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | KU0042 | Schumacher, Kenneth | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | KU0044 | Scott, Joseph | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | KU0083 | Matheson, Karena | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |

☒ Select All ☐ Clear All

Save Revoke Selected Access

PI/Project Manager Division Award Project Employee

Use this page to grant access to employees by business unit and project ID. If you use the Grants Portal Security - Global Access page, the Grants Portal Security - PI/Project Manager Access page, or the Grants Portal Security - Division Access page to add employees, this page is prepopulated with those employee IDs.

Any changes made to the Grants Portal Security - Award Access or the Grants Portal Security - Project Access pages overrides entries made to the Grants Portal Security - PI/Project Manager Access page and the Grants Portal Security - Division Access page.

| | |
|----------------------------|---|
| Business Unit | Select a business unit that represents the project business unit. |
| Project ID | Select the ID of the project to which you want to grant access. Only projects that the logged in employee has access to appear in the prompt list. |
| Include Team Member | Select to populate the grid with all project team members. This option streamlines the process of adding multiple employees to the grid. |
| Search | Click to search for employees after entering a value in the Business Unit and Project ID fields. If no results are found, the system populates the grid with all project team members whose role in security allows access to the project. |
| Select | Select to revoke access to the project for the employee. |
| EmpID | Select employees to grant access to the project. |
| Project Page | Select to allow the EmpID in the grid to have access to the same Project Summary and Project Detail pages to which the assigned by employee ID has access. A row is created in the Level 3 table. Deselect to remove access to a specific project. This field is considered an override field to a level 1 setup page. For example, a principal investigator grants access to employee KU44 using the Grants Portal Security - PI/Project Manager Access page (level 1). This field grants employee KU44 access to three projects. These projects appear on the Grants Portal Security - Project Access page with the Project Page check box selected. If the PI wants to remove access to one of the projects, the PI can deselect the Project Page check box for that project. |
| Personnel Page | Select to indicate that the employee can view personnel information on the Personnel Summary and the Personnel Cost Details pages for the project. If the Personnel Page check box is selected on the Grants Portal Security - Award Access page for the award that is associated with this project, then the Personnel Page check box is automatically selected on the Grants Portal Security - Project Access page. Deselect this check box to prevent the employee access to the Personnel Summary and the Personnel Cost Details pages. |
| End Date | Enter a date that represents the last date that the employee has access to the project through the portal. For example, if the employee can access project data through the portal until the end of the year, then enter December 31, YYYY as the end date. |

Note: This value does not affect the end date of the award.

Creation Date/Time

Displays the date and time that the employee was granted access to the project.

Last Update Date/Time

Displays the date and time that the employee's record was last updated.

Last Update User ID

Displays the user ID who last updated the employee's record.

Revoke Selected Access

Click after selecting multiple rows. This action revokes the employee's access to the project. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows.

Note: This option only revokes access to the project, not the awards that are attached to the project.

Grants Portal Security - Employee Access Page

Use the Grants Portal Security - Employee Access page (GM_PT_ACC_LEVEL_4) to set up access to the Grants portal by employee.

Navigation

Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Employee link.

Image: Grants Portal Security - Employee Access page

This example illustrates the fields and controls on the Grants Portal Security - Employee Access page. You can find definitions for the fields and controls later on this page.

Grants Portal Security

Employee Access

Search Criteria ?

Employee ID KU0042

Schumacher,Kenneth

Search

Employees Granted Portal Page Access Details ?

Personalize | Find | View All | 1-25 | Portal Page Access 1-25 of 39 | Last

| Select | Access Level | Business Unit | Award ID | PC Business Unit | Project ID | Award Page | Project Page | Personnel Page | End Date | Date/Time of Query Creation | Last Update Date/Time | Last Update User ID |
|--------------------------|--------------|---------------|----------|------------------|------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------|------------------------------|-----------------------|---------------------|
| <input type="checkbox"/> | Award | EGV01 | GL-0001 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | Award | EGV01 | GL-0002 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | Award | EGV01 | GL-0004 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | Award | EGV01 | GL-0005 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | Award | EGV01 | GL-0006 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | Award | EGV01 | GL-0007 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | Award | EGV01 | GL-0008 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |
| <input type="checkbox"/> | Award | EGV01 | GL-0009 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value=""/> | 08/18/2009 12:00:00.000000AM | 08/18/2009 12:00:00AM | VP1 |

Use this page to display all awards and projects to which an employee has access. The only update allowed on this page is to revoke access to awards and projects. This option uses the union of the Level 2 and Level 3 tables and displays all awards and projects for an employee ID.

Employee ID

Enter the ID of the employee to view all awards and projects to which the employee has access.

| | |
|-------------------------------|--|
| Select | Select to revoke the employee's access to awards and projects. |
| Access Level | Displays the access level that is associated with the employee. |
| Business Unit | Displays the business unit associated with the award or project. |
| Award ID | Displays all awards to which the employee has access. |
| PC Business Unit | Displays the Project Costing business unit associated with the project |
| Project ID | Displays all projects to which the employee has access. |
| Award Page | Displays if the employee has access to award pages. This field is display-only. |
| Project Page | Displays if the employee has access to project pages. This field is display-only. |
| Personnel Page | Displays if the employee has access to personnel pages. This field is display-only. |
| End Date | Enter a date that represents the last date that the employee has access to the project through the portal. For example, if the employee can access project data through the portal until the end of the year, then enter December 31, YYYY as the end date. |
| Creation Date/Time | Displays the date and time that the employee was granted access to the project. |
| Last Update Date/Time | Displays the date and time that the employee record was last updated. |
| Revoke Selected Access | <p>Click after selecting multiple rows. This revokes the employee's access to the selected award or project. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows.</p> <p>Alternatively, you can enter a date in the End Date column for individual awards or projects.</p> |

Generate Award Page

Use the Generate Award page (GM_AWD_SETUP) to add awards and projects to Grants portal security tables.

Navigation

Grants, Proposals, Generate Award

Image: Generate Award page

This example illustrates the fields and controls on the Generate Award page. You can find definitions for the fields and controls later on this page.

Generate Award

From Proposal PC00000000000007 To Award PC00000000000007

From Version V101 ☐ Pre-award Spending ☐ Add to Grants Portal Security?

Project Find | View All First 1 of 2 Last

☒ Primary Project

☒ From Project PC00000000000007 Protein's struct II Project PC00000000000007

Budget Personalize | Find | First 1 of 1 Last

| | From Budget | Activity | Description |
|-------------------------------------|----------------|----------------|----------------|
| <input checked="" type="checkbox"/> | CONSULTATION I | CONSULTATION I | CONSULTATION I |

Generate

Note: Oracle recommends that you use PeopleSoft security to control access to the Staging Labor Cost Data and the Staging Labor Cost Errors pages, and that the staging tables are not placed in a query access group. You should take precautions to security the labor data files while they exist on the system before loading them to the staging tables because the labor cost data files contain information that may be considered to be confidential.

Add to Grants Portal Security?

Select to grant portal security to employees who have:

- Access rights to the Award page and the Project page, which is defined on the Grants Portal Security - Access Rights page.
- Global access, which is defined on the Grants Portal Security - Global Security Access page.
- Division access, which is defined on the Grants Portal Security - Division Access page.

When selected, rows are added to the Level 2 and Level 3 tables based on Grants portal security. This check box defaults to the value you selected for it on the Award Setup Definition page; if you selected this check box on the Award Setup Definition page, it is automatically selected for you here.

If deselected, all security must be granted manually.

This check box defaults option will be default to be the value which set in Award Setup definition.

Note: When this option is selected, all users that are associated with the department and division are automatically granted access to the awards and projects selected on this page. This selection eliminates the need to assign individual security using the Access Authority pages. In addition, all users who have global access receive access to the awards and projects using this process.

For more information about the Add to Grants Portal Security check box on the Award Setup Definition page, see [Defining PeopleSoft Grants Rules and Business Units](#)

Generate

Click to run the Generate Award process. If the Add to Grants Portal Security? check box is selected and a contract has been generated, then the award and project is added to portal security.

Staging Data to the Grants Portal

This section discusses how to:

- Load data to the staging tables.
- Correct errors from the Staging Labor Costs Data process.
- Load award and project data to the Grants portal.
- Update security tables post award.

Pages Used to Stage Data to the Grants Portal

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--------------------------------|------------------------|---|--|
| Staging Labor Cost Data | GM_PT_RUN_CNTL_E | Grants, Grants Portal, Staging Data, Staging Labor Cost Data | Load data to the staging tables. |
| Staging Labor Cost Errors | GM_PT Effort_Err | Grants, Grants Portal, Staging Data, Staging Labor Cost Errors | Correct errors from the Staging Labor Cost Data process. |
| Staging Award Project Data | GM_PT_RUN_CNTL | Grants, Grants Portal, Staging Data, Staging Award/Project Data | Load award and project data to the Grants portal. |
| Grants Portal Security Process | GM_PT_RUN_SECTY | Grants, Grants Portal, Staging Data, Grants Portal Security Process | Update security tables post award. |

Staging Labor Cost Data Page

Use the Staging Labor Cost Data page (GM_PT_RUN_CNTL_E) to load data to the staging tables.

Navigation

Grants, Grants Portal, Staging Data, Staging Labor Cost Data

Use the Staging Labor Cost Data (GM_PT_EFFORT) process to load payroll commitment and effort custom data to the Grants portal effort staging table. This process reads effort data from a CSV file, inserts the correct data into the effort table (GM_PT_EFFORT), and inserts data with errors into the effort error table (GM_PT_EFFORT_ER). The data appears on the Personnel Summary and Personnel Detail pages.

File Name

Enter the location and name of the file. You must enter the exact path that points to the location of the file. The system does not verify that the path is correct. If the path is entered wrong, then the process will error.

Prior to entering the file name, the file should have been loaded on the Process Scheduler server or on your local machine. If it is loaded on your local machine, you should include the IP address of your local machine. For example: //38.384.386.33/temp/Labor_load.txt, where 38.384.386.33 is the IP address.

Imported File

The file must be a CSV file that uses a comma as the delimiter. The file must be in this format before being imported:

| Field | Field Type | Field Length | Comments |
|------------------------|-------------------|---------------------|--------------------|
| Projects Business Unit | Character | 5 | |
| Project ID | Character | 15 | |
| Activity ID | Character | 15 | |
| Transaction Date | Date | 10 | Must be YYYY/MM/DD |
| Employee ID | Character | 11 | |
| Accounting Date | Date | 10 | Must be YYYY/MM/DD |
| Account | Character | 10 | |
| Department ID | Character | 10 | |
| Operating Unit | Character | 8 | |
| Product | Character | 6 | |
| Fund Code | Character | 5 | |
| Class Field | Character | 5 | |

| Field | Field Type | Field Length | Comments |
|-----------------------|-------------------|---------------------|-----------------------|
| Program Code | Character | 5 | |
| ChartField 1 | Character | 10 | |
| ChartField 2 | Character | 10 | |
| ChartField 3 | Character | 10 | |
| Resource Type | Character | 5 | |
| Resource Category | Character | 5 | |
| Resource Sub Category | Character | 5 | |
| Job Code | Character | 6 | |
| Paid Amount | Signed Number | 28 | Decimal positions = 3 |
| Salary Amount | Signed Number | 15 | Decimal positions = 2 |
| Currency Code | Character | 3 | |
| Effort | Number | 13 | Decimal positions = 2 |
| Budget Reference | Character | 8 | |
| GL Business Unit | Character | 5 | |

Staging Labor Cost Errors Page

Use the Staging Labor Cost Errors page (GM_PT Effort_Err) to correct errors from the Staging Labor Cost Data process.

Navigation

Grants, Grants Portal, Staging Data, Staging Labor Cost Errors

Use this page to correct errors from the Staging Labor Cost Data process. When the corrections are saved the system moves the corrected data from the error table to the effort table.

Error

Click to view the error message.

Save

Click to save any changes made to the fields in error and to rerun the Staging Labor Cost Data process (GM_PT Effort). All errors must be fixed prior to saving the page. You cannot save the page if there are errors on any of the rows.

Note: Only the first error message is captured and written to this page. If a row has more than one error, then you receive all of the appropriate prompt errors after they appear on the page.

Note: If the process is run twice with the same file name a message appears in the Message Log indicating that a file with the same name exists. This is only a warning to prevent duplicates. The file loads regardless of the duplicate file name.

Staging Award/Project Data Run Control Page

Use the Staging Award Project Data page (GM_PT_RUN_CNTL) to load award and project data to the Grants portal.

Navigation

Grants, Grants Portal, Staging Data, Staging Award/Project Data

Image: Staging Award/Project Data page

This example illustrates the fields and controls on the Staging Award/Project Data page. You can find definitions for the fields and controls later on this page.

Use the Staging Award/Project Data (GM_PT_STAGE) process to load information such as award, project, budget, expenditure, encumbrance, preencumbrance, invoice, payment, and so on into the portal pages. This data appears on portal pages such as the Award Summary, Award Detail, Project Summary, Project Detail, Expenditure, Encumbrance, Pre-Encumbrance, and Invoices and on Payments inquiry pages. When you run subsequent processes, the process deletes the existing data specified on the run control in all staging tables and then inserts new data.

Include Closed Award within Days

Select to indicate that you want to include closed awards that fall within the last x number of days, which is indicated in the Days field. All projects associated with the award are processed.

Note: The larger the number of days entered in the Days field, the larger the volume of data, which could affect performance.

Include Closed Projects within Days

Select to indicate that you want to include closed projects that fall within the last x number of days, which is indicated in the Days field.

Note: The larger the number of days entered in the Days field, the larger the volume of data, which could affect performance.

Award – Business Unit

Select the business unit from which to select awards. All awards for the business unit and all projects that are associated with the award are processed.

Project – PC Business Unit

Select the business unit from which to select projects. All projects for the business unit are processed. Use this field for pre-award projects.

Note: The GM_PT_RUN_CNTL process loads only those awards and projects with entry types equal to 'IN' and 'CR.'

Grants Portal Security Process Run Control Page

Use the Grants Portal Security Process page (GM_PT_RUN_SECTY) to update security tables post award.

Navigation

Grants, Grants Portal, Staging Data, Grants Portal Security Process

Image: Grants Portal Security Process page

This example illustrates the fields and controls on the Grants Portal Security Process page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Grants Portal Security Process Run Control' interface. At the top, it shows 'Run Control ID' as 'WEEKLY' and provides links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. The main section is titled 'Option' and contains a 'Process Option' dropdown menu currently set to 'Business Unit'. Below this is a 'Values' section featuring a search input field with the text 'EGV05' and a magnifying glass icon. To the right of the search field are navigation controls: 'Find', 'View All', 'First', '1 of 1', 'Last', and '+'/'-' buttons.

Use the PeopleSoft Grants Portal Security Application Engine process (GM_PT_SECURITY) to update portal security tables when security changes are made after the Generate Award process has run.

For example, is a security change is made in the following situations post award:

- A project is added for an existing contract.
- A project is deleted for an existing contract.
- The Add to Grants Portal Security? check box was not selected, but should have been selected, during the Generate Award process.

- When the Pre-award Spending check box is selected and the Add to Grants Portal Security? check box was not selected, but should have been selected.

If these situations occur you should run the Grants Portal Security process to update the security tables and then run the Staging Data process.

As an alternative, you can schedule the two processes to run on a regular basis, as long as the Grants Portal Security process is scheduled first and the Staging Data processes are scheduled second.

Process Option

Select one of these options:

Business Unit : When selected you must also enter the business unit.

Contract Number : When selected, you must also enter the business unit, and optionally a contract number.

Pre-Spending Project ID : When selected, you must also enter the business unit, and optionally a project ID.

Process Options

When *Business Unit* is selected:

- The system deletes all records from the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), where all of the associated projects are deleted for the business unit that is entered on the page.
- The system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for all of the associated projects that were added for the business unit that is entered on the page.

When *Contract Number* is selected:

- The system deletes all records from the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.
- The system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.
- If a new contract was previously added in Grants Portal Security, the system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.

This option addresses the situation where the Add to Grants Portal Security? check box was not selected, but should have been selected during the Generate Award process.

When *Pre-Spending Project ID* is selected, and a new contract was previously added in Grants Portal Security, the system adds all records to the project level security table (GM_PT_ACC_LVL3), for the business unit and project entered on the page.

This option addresses the situation where the Pre-award Spending check box was selected and the Add to Grants Portal Security? check box was not selected, but should have been selected during the Generate Award process.

Viewing Award Data

This section lists common elements used in this section and discusses how to:

- View summary information for awards.
- View detail information for awards.
- View demographic information for awards.
- View project information for awards.
- View budget status information for awards.

Pages Used to View Award Data

| Page Name | Definition Name | Navigation | Usage |
|------------------------------|------------------------|---|---|
| Award Summary | GM_PT_AWD_SUMMARY | Grants, Grants Portal, Award Information, Award Summary | View summary information for awards. |
| Award Detail | GM_PT_AWD_DETAIL | Grants, Grants Portal, Award Information, Award Detail | View detail information for awards. |
| Award Detail - Demographic | GM_PT_AWD_DEMO | Grants, Grants Portal, Award Information, Award Detail, Demographic | View demographic information for awards. |
| Award Detail - Project | GM_PT_AWD_PROJ | Grants, Grants Portal, Award Information, Award Detail, Project | View project information for awards. |
| Award Detail - Budget Status | GM_PT_AWD_BUD | Grants, Grants Portal, Award Information, Award Detail, Budget Status | View budget status information for awards |

Common Elements Used in This Section

Institution & Sponsor Links

Click to access the Sponsor websites page.

Funding Allocations

Click this link to access the Review Award Modifications page.

Milestone Notifications

Click this link to access the Milestone Notification History page.

Protocols

Click this link to access the Protocols page

Award Attachment

Click this link to access the Contract - Attachments page.

Reports

Click this link to access the Administration page of the Report Manager option for Reporting Tools.

Award Summary Page

Use the Award Summary page (GM_PT_AWD_SUMMARY) to view summary information for awards.

Navigation

Grants, Grants Portal, Award Information, Award Summary

Image: Award Summary page (1 of 2)

This example illustrates the fields and controls on the Award Summary page (1 of 2). You can find definitions for the fields and controls later on this page.

Use this page to view a complete list of awards that are unique to the ID of the user who is logged into the portal. This page is the primary portal page when the portal is accessed by each user.

**You have # new items in your
worklist**

Displays the number of items in the user's worklist.

Last Process Date/Time

Displays the date and time derived from the completion of the application engine process used to update the information displayed in the portal.

Balances

Select an option to control how the balances in the Financial tab are calculated. Options include:

- *Both*: Select to display sponsor, cost share budget, expenditure, encumbrance, and preencumbrance balances on the Financial tab.
- *Cost Share*: Select to display only cost share financial balances on the Financial tab.

| | |
|--|---|
| | <ul style="list-style-type: none"> • <i>Sponsor</i>: Select to display only sponsor financial balances on the Financial tab. |
| Include F&A (include facilities and administration) | Select to allow users to include F&A budget and expenditure totals in the Budget and Expenditure columns on the Financial tab. |
| Budget Period From | Select the budget period begin date to use when calculating balances on the Financial tab. |
| Thru | Select the budget period end date to use when calculating balances on the Financial tab. |
| Bud Ref (budget reference) | <p>The label of this field is determined by the option selected in the Budget Group By field on the Installation Options - Grants Portal page. For example, if you select <i>Budget Ref</i> as the budget group by, then the system displays Bud Ref as the field label. If you select <i>Account</i> as the budget group by, then the system displays Account as the field label. Depending on the field label, the system displays the field value.</p> |
| Date Selection | <p>Select one of these options:</p> <ul style="list-style-type: none"> • <i>As of Date</i> and enter a specific date in the field to the right. • <i>Month End</i> and select a month in the field to the right. |
| Recalculate | Click to recalculate totals displayed in the grid and on the Financials tab if you change information in the Financial Information Calculation Options group box. |
| Burn Rate Indicator | <p>Displays the burn rate indicator definitions. Burn rate indicator percentages are defined on the Burn Rate Indicator Setup page.</p> <p>See Burn Rate Indicator Setup Page.</p> |
| Demographics | |
| (check box) | Select this check box, and then click the Update Total Amount button to update the information displayed in the Total Amount of Selected Items group box. |
| (burn rate indicator) | Displays the burn rate indicator for the award. |
| Award ID | Displays awards by award number in ascending order. Click this link to access the Award Details Inquiry page |
| Award Title | Displays the award title. Click this link to access the Award Profile page. |
| Primary Project | Displays the primary project as a link. Click this link to access the Project Details Inquiry page. |

| | |
|--|--|
| Project Title | Displays the short title of the project. Click this link to access the Project - General Information page. |
| Sponsor | Displays the sponsor for the award. Click this link to access the Award Sponsor page. |
| Contact PI (contact principal investigator) | Displays the contact PI. |
| Total Amount of Selected Items | |
| Selected | Displays the number of awards selected on the page. To update this value, select the check box to the left of the award ID and click the Update Total Amount button. |
| Funded, Budgeted, Expended, Encumbered, Pre Encumbered, Remaining Balance, Invoiced, Received, Unpaid | Displays the sum of the named column, which is displayed on the Financial tab, for the selected items. |
| Update Total Amount | Click to recalculate the Total Amount of Select Items fields. |
| Funded | |
| Funded | Displays the funded amount for the award. Click the amount link to access the Funding Inquiry page. This amount includes F&A regardless of whether the Include F&A check box is selected in the Financial Information Calculation Options group box. |
| Budgeted | <p>Displays the budgeted amount for the award. Click the amount link to access the Award Details Inquiry - Budgets page.</p> <p>The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. Only Funded amounts for which the PC distribution status is <i>D</i> are included in the Budgeted amount total.</p> <hr/> <p>Note: This may differ from budget amount displayed on the Funding Inquiry page because the criterion is different when the amount is displayed.</p> <hr/> <p>If the Include F&A check box is selected, then the amounts that are included in the accounts, which are selected in the FA Accounts section of the Facilities Admin Options page, are included in the budgeted amount.</p> |
| Expended | <p>Displays the expended amount for the award. Click the amount link to access the Expenditure Details Inquiry page.</p> <p>The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru, Date Selection, and Budget Group By fields in the Financial Information</p> |

Calculation Options group box. If the Include F&A check is selected, then amounts that have a commitment control amount type of 7 are included. See the following table that explains how the data is selected.

Encumbered

Displays the encumbered amount for the award. Click the amount link to access the Encumbrance Details Inquiry page.

The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. F&A is not calculated on encumbrances. See the following table that explains how the data is selected.

Pre Encumbered

Displays the pre-encumbered amount for the award. Click the amount link to access the Pre Encumbrances Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. F&A is not calculated on preencumbrances. See the following table that explains how the data is selected.

Burn Rate

Displays the burn rate percent that is used to display the visual indicator on the left.

Invoiced

Displays amounts for invoices with a status of *INV* (invoiced) and for which the business unit is GM (Grants Management).

Received

Displays amounts for which the business unit is GM. Click the amount link to access the Invoice and Payment Details Inquiry page

Unpaid

Displays the item balance amount for which the business unit is GM. Click the amount link to access the Invoice and Payment Details Inquiry page.

Grant Administrator

Displays the grant administrator for the award. Click the link to display the Award Administrator page.

This table explains how the data is selected depending on the selection in the Balance and FA fields:

| <i>Balance</i> | <i>FA</i> | <i>Data Selected</i> |
|-----------------------|------------------|--|
| Both | Y | Sponsor direct, sponsor FA, cost share direct, cost share FA, and third party costs. |
| Both | N | Sponsor direct, cost share direct, and third party costs. |
| Sponsor | Y | Sponsor direct, sponsor FA, and third party costs. |
| Sponsor | N | Sponsor direct costs. |

| Balance | FA | Data Selected |
|----------------|-----------|--|
| Cost Share | Y | Cost share direct, cost share FA, and third party costs. |
| Cost Share | N | Cost share direct and third party costs. |

Compliance

Human Protocol

Displays *Yes* as a link if human protocols exist for the award. Click the link to access the Protocols page. If human protocols do not exist for the award, the field is blank.

Animal Protocol

Displays *Yes* as a link if animal protocols exist for the award. Click the link to access the Protocols page. If animal protocols do not exist for the award, the field is blank.

Award Detail Page

Use the Award Detail page (GM_PT_AWD_DETAIL) to view detail information for awards.

Navigation

Grants, Grants Portal, Award Information, Award Detail

Image: Award Detail page

This example illustrates the fields and controls on the Award Detail page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Award Detail' page with the following sections:

- Header:** 'Award Detail' tab selected. Greeting: 'Hello, Kenneth Schumacher'. Notification: 'You have 1253 new items in your worklist.' 'Last Process Date/Time'.
- Searching Option:** Search filters for 'Business Unit' (EGV05) and 'Award ID' (PI-PRP005). A 'Search' button is present. The results show 'Research on Sleep and Sleep Disorders'.
- Financial Calculating Option:** Includes 'Balances' (Both), 'Budget Period From' and 'Through' date pickers, 'Date Selection' (As of Date), 'Include FA' checkbox (checked), and 'Bud Ref'.
- Award Title:** Displays award details:
 - Contact PI: Schumacher, Kenneth
 - Department: Engineering
 - Award Status: Accepted
 - Award Type: Grant
 - Purpose: CLIN
 - Burn Rate: -88.00
 - Sponsor: Sponsor
 - Ref Awd #: 555
 - Grant Administrator: Grant Administrator
 - Begin Date: 01/01/2007
 - End Date: 12/31/2011
 - Total Funded Amount: Funded
- Footer:** Navigation links: Institution & Sponsor Links, Funding Allocations, Milestone Notifications, Protocols, Award Attachment, Reports.

Search

Click the Search button, after selecting a business unit and an award ID, to display the detailed information for the award.

Recalculate

Click after selecting new values in the Financial Calculating Option group box, to recalculate the values displayed in the

Award Detail group box. The open fields in the Financial Calculating Option group box operate the same as the Award Summary page.

Grant Administrator

Displays the grant administrator as a link. Click the link to access the Award Administrator page.

Sponsor

Displays the sponsor as a link. Click the link to access the Sponsor page.

Funded Amount

Displays the funded amount as a link. Click the link to access the Funding Inquiry page.

Award Detail - Demographic Page

Use the Award Detail - Demographic page (GM_PT_AWD_DEMO) to view demographic information for awards.

Navigation

Grants, Grants Portal, Award Information, Award Detail, Demographic

Image: Award Detail - Demographic page

This example illustrates the fields and controls on the Award Detail - Demographic page. You can find definitions for the fields and controls later on this page.

| Award Detail | Demographic | Project | Budget Status |
|--|-----------------------|----------------|---------------|
| Hello, Kenneth Schumacher You have 1253 new items in your worklist. Last Process Date/Time | | | |
| Searching & Calculation Option | | | |
| Business Unit | EGV05 | Award ID | PI-PRP005 |
| Budget Period | Through | Bud Ref | |
| Date Selection | As of Date | | |
| Administrative | | | |
| Previous Contract | Billing Term | P0: | |
| Professional Resource | | | |
| PC Business Unit | Project | Team Member | Name |
| | Project | | |
| Terms and Condition | | | |
| Guideline | Explanation | | |
| Attributes | | | |
| Attribute Value | Comments | | |
| Amendments | | | |
| Amendment Number | Amend Completion Date | Amendment Type | Reason |
| | | | |
| Institution & Sponsor Links Funding Allocations Milestone Notifications Protocols Award Attachment Reports | | | |

Billing Terms

Displays the billing terms as a link. Click the link to access the General Information page of the Create and Amend component for customer Contracts.

Previous Contract

Displays the previous contract as a link. Click the link to access the Previous Award page of the Additional Information component for the award profile.

Flow Through

Click to access the Flow Through page of the Additional Information component for the award profile

Cost Share Flag

Click to access the Cost Sharing page of the Additional Information component for the award profile.

Project

Displays the project as a link. Click the link to access the Project Details Inquiry page. Projects are listed in ascending order.

Amendment Number

Displays amendments in ascending order when the contracts header has a status of complete.

Award Detail - Project Page

Use the Award Detail - Project page (GM_PT_AWD_PROJ) to view project information for awards.

Navigation

Grants, Grants Portal, Award Information, Award Detail, Project

Image: Award Detail - Project page

This example illustrates the fields and controls on the Award Detail - Project page. You can find definitions for the fields and controls later on this page.

Award Detail | Demographic | **Project** | Budget Status

Hello, Kenneth Schumacher You have 1253 new items in your worklist. Last Process Date/Time

Searching & Calculation Option

Business Unit EGV05 Award ID PI-PRP005 Research on Sleep and Sleep Disorders

Budget Period Through Bud Ref

Date Selection As of Date

Detail Personalize | Find | 1 of 1 | Last

| PC Business Unit | Project | Description | Activity | Project Type | Status | Start Date | End Date | Facilities and Admin |
|------------------|---------|-------------|----------|--------------|--------|------------|----------|----------------------|
| | Project | Description | Activity | | | | | Facilities and Admin |

Institution & Sponsor Links Funding Allocations Milestone Notifications Protocols Award Attachment Reports

Facilities and Admin

Click this link to access the Facilities and Admin page, which displays the rate type, base ID, and rate percent for the project and activity.

Award Detail - Budget Status Page

Use the Award Detail - Budget Status page (GM_PT_AWD_BUD) to .

Navigation

Grants, Grants Portal, Award Information, Award Detail, Budget Status

Image: Award Detail - Budget Status page

This example illustrates the fields and controls on the Award Detail - Budget Status page. You can find definitions for the fields and controls later on this page.

Award Detail
Demographic
Project
Budget Status

Hello, Kenneth Schumacher
You have 1253 new items in your wishlist.
Last Process Date/Time

Searching & Calculation Option

Business Unit
EGV05
Award ID
PI-PRP005
Research on Sleep and Sleep Disorders

Budget Period
Through
Bud Ref

Date Selection
As of Date

Sponsor
Personalize | Find |
First 1 of 1 Last

| Budget Item | Budgeted | Expended | Encumbered | Pre-Encumbered | Remaining Balance |
|--------------|----------|-----------|------------|----------------|-------------------|
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Direct | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total FA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Totals | 0.00 | SP Amount | SP Amount | SP Amount | 0.00 |

Cost Share
Personalize | Find |
First 1 of 1 Last

| Budget Item | Budgeted | Expended | Encumbered | Pre-Encumbered | Remaining Balance |
|--------------|----------|-----------|------------|----------------|-------------------|
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Direct | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total FA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Totals | 0.00 | CS Amount | CS Amount | CS Amount | 0.00 |

Total Amount

| | | | |
|-------------------|------|----------------|------|
| Budgeted | 0.00 | Expended | 0.00 |
| Encumbered | 0.00 | Pre-Encumbered | 0.00 |
| Remaining Balance | 0.00 | | |

Institution & Sponsor Links
Funding Allocations
Milestone Notifications
Protocols
Award Attachment
Reports

Use this page to view sponsor and cost share budgets for an award.

Sponsor

Budget Item

Displays budget items for the awards that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Budgeted

Displays the sum of the sponsor budget amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Expended

Displays the sum of the sponsor expenditure amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Encumbered

Displays the sum of the sponsor encumbrance amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

| | |
|--|---|
| Pre Encumbered | Displays the sum of the sponsor preencumbrance amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page. |
| Total Direct | Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns. Total Expended, Total Encumbered and Total Pre-Encumbered links to the corresponding inquiry page. |
| Total FA | <p>Displays these values for each column:</p> <ul style="list-style-type: none">• <i>Budgeted</i>: The sum of the Sponsor Budget FA amount that meets the criteria in the Financial Calculation Option group box on the Award Detail page.• <i>Expended</i>: The sum of the Sponsor Expenditure FA amount that meets the criteria in the Financial Calculation Option group box on the Award Detail page.• <i>Encumbered</i>: 0.00. (The Encumbered column will always be zero, as F&A is not being calculated for encumbrances, only for costs.• <i>Pre Encumbered</i>: 0.00. (The Pre Encumbered column will always be zero, as F&A is not being calculated for pre-encumbrances, only for costs.) |
| Totals | Displays the sum of Total Direct and Total FA for the column. |
| Cost Share | |
| The values in the Cost Share group box are calculated the same as those in the Sponsor group box with the exception that they are from cost share budgets for the award. | |
| Remaining Balance | Displays the sum of sponsor budget remaining balance total and the cost share budget remaining balance total amounts. |

Viewing Project Data

This section lists common elements used in this section and discusses how to:

- View summary information for projects.
- View detail information for projects.
- View demographic information for projects.
- View activities for projects.
- View sub contracts for projects.

- View budget status information for projects.

Pages Used to View Project Data

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------|------------------------|---|--|
| Project Summary | GM_PT_PRJ_SUMMARY | Grants, Grants Portal, Project Information, Project Summary | View summary information for projects. |
| Project Detail | GM_PT_PRJ_DETAIL | Grants, Grants Portal, Project Information, Project Detail | View detail information for projects. |
| Project Detail - Demographics | GM_PT_PRJ_DEMO | Grants, Grants Portal, Project Information, Project Detail, Demographics | View demographic information for projects. |
| Project Detail - Activities | GM_PT_PRJ_ACTIVITY | Grants, Grants Portal, Project Information, Project Detail, Activities | View activities for projects. |
| Project Detail - Subcontracts | GM_PT_PRJ_SUBRECP | Grants, Grants Portal, Project Information, Project Detail, Subcontracts | View subcontracts for projects. |
| Project Detail - Budget Status | GM_PT_PRJ_BUD | Grants, Grants Portal, Project Information, Project Detail, Budget Status | View budget status information for projects. |

Common Elements Used in This Section

Institution & Sponsor Links

Click to access the Sponsor Websites page.

Project Forecast

Click to access the Project Forecast Inquiry page.

Project Variance

Click to access the Project Variance Inquiry page.

Project Attachment

Click to access the Projects - Attachments page

Reports

Click to access the Administration page of the Report Manager option for Reporting Tools.

Project Summary Page

Use the Project Summary page (GM_PT_PRJ_SUMMARY) to view summary information for projects.

Navigation

Grants, Grants Portal, Project Information, Project Summary

Image: Project Summary page (1 of 2)

This example illustrates the fields and controls on the Project Summary page (1 of 2). You can find definitions for the fields and controls later on this page.

Project Summary

Search Option

Hello, Kenneth Schumacher

You have 1253 new items in your workload.

Last Process Date/Time

Financial Calculating Option ?

Burn Rate Indicator

Balances Both

☒ Include F&A

Potential Under Spending

Average Rate Spending

Potential Over Spending

Budget Period From

Through

Bud Ref

Recalculate

Date Selection As of Date

Detail

Personalize Find

Summary 1 of 1 Last

Demographics

Financial

| | PC Bus Unit | Project | Project Title | Award ID | Award Title | Start Date | End Date | Sponsor | Contact PI | Department | Grant Administrator |
|-------------------------------------|-------------|---------|---------------|----------|-------------|------------|----------|---------|------------|------------|---------------------|
| <input checked="" type="checkbox"/> | | Project | Project Title | Contract | Award Title | | | Sponsor | | | |

Deselect All

Total Amount of Selected Items

| | | | | | |
|----------|---|----------------|-------|-------------------|-------|
| Selected | 1 | Funded | 0.000 | Budgeted | 0.000 |
| | | Expended | 0.000 | Encumbered | 0.000 |
| | | Pre-Encumbered | 0.000 | Remaining Balance | 0.000 |

Update Total Amount

Institution & Sponsor Links

Project Forecast

Project Variance

Project Attachment

Reports

Return to Award Detail

Use this page to view a complete list of projects that are unique to the user ID logged into the portal.

You have # new items in your workload

Displays the number of items in the user's workload.

Last Process Date/Time

Displays the date and time derived from the completion of the application engine process used to update the information in the portal.

Balances

Select an option to control how the balances in the Financial tab are calculated. Options include:

- *Both*: Select to display sponsor, cost share budget, expenditure, encumbrance, and preencumbrance balances on the Financial tab.
- *Cost Share*: Select to display only cost share financial balances on the Financial tab.
- *Sponsor*: Select to display only sponsor financial balances on the Financial tab.

Include F&A (include facilities and administration)

Select to allow users to include F&A budget and expenditure totals in the Budget and Expenditure columns on the Financial tab.

Budget Period From

Select the budget period begin date to use when calculating balances on the Financial tab.

| | |
|--|--|
| Thru | Select the budget period end date to use when calculating balances on the Financial tab. |
| Bud Ref (budget reference) | The label of this field is determined by the option selected in the Budget Group By field on the Installation Options – Grants Portal page. For example, if you select Budget Ref as the Budget Group By, then the system displays <i>Bud Ref</i> as the field label. If you select Account as the Budget Group By, then the system displays <i>Account</i> as the field label. Depending on the field label, the system displays the field value. |
| Date Selection | Select one of these options: <ul style="list-style-type: none"> • <i>As of Date</i> and enter a specific date in the field to the right. • <i>Month End</i> and select a month in the field to the right. |
| Recalculate | Click to recalculate totals displayed in the grid and on the Financials tab if you change information in the Financial Information Calculation Options group box. |
| Burn Rate Indicator | Displays the burn rate indicator definitions. Burn rate indicator percentages are defined on the Burn Rate Indicator Setup page. |
| Demographics | |
| (check box) | Select and then click the Calculate button to update the information displayed in the Total Amount of Selected Items group box. |
| (burn rate indicator) | Displays the burn rate indicator for the project. |
| PC Bus Unit (project costing business unit) | Displays the Project Costing business unit for the project. |
| Project | Displays the project as a link. Click the link to access the Project Details Inquiry page. |
| Project Title | Displays the title of the project as a link. Click the link to access the Project – General page. |
| Award ID | Displays the award of the project as a link. Click the link to access the Award Details Inquiry page. |
| Award Title | Displays the award title as a link. Click the link to access the Award Profile page. |
| Sponsor | Displays the sponsor for the award as a link. Click the link to access the Sponsor page. |
| Contact PI (contact principal investigator) | Displays the contact PI as a link. Click the link to access the Personnel Inquiry page. |
| Department | Displays the department of the project contact PI. |

Grant Administrator

Displays the grant administrator of the project as a link. Click the link to access the Project Department Contact page

Total Amount of Selected Items**Selected**

Displays the number of projects selected on the page. To update this value, select the check box to the left of the project and click the Update Total Amount button.

Funded, Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance

Displays the sum of the column, which is displayed on the Financial tab, for the selected items.

Update Total Amount

Click to recalculate the values in the Total Amount of Selected Items group box.

Financial**Funded**

Displays the funded amount for the project. Click the amount link to access the Funding Inquiry page. This amount includes F&A regardless of whether the Include F&A check box is selected in the Financial Information Calculation Options group box.

Budgeted

Displays the budgeted amount for the project. Click the amount link to access the Project Details Inquiry - Budgets page. The calculation for this amount depends on the values in the Balances, Budget Period From, Thru, Date Selection, and Budget Group By fields in the Financial Information Calculation Options group box.

Note: This may differ from the budget amount displayed on the Funding Inquiry page because the criterion is different when the amount is displayed.

If the Include F&A check box is selected, then the amounts that are included in the accounts, which are selected in the FA Accounts section of the Facilities Admin Options page, are included in the budgeted amount.

Expended

Displays the expended amount for the project. Click the amount link to access the Expenditure Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box.

Encumbered

Displays the encumbered amount for the project. Click the amount link to access the Encumbrance Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the

Financial Information Calculation Options group box. F&A is not calculated for encumbrances.

Pre Encumbered

Displays the pre-encumbered amount for the project. Click the amount link to access the Pre Encumbrances Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. F&A is not calculated for preencumbrances.

Project Detail Page

Use the Project Detail page (GM_PT_PRJ_DETAIL) to view detail information for projects.

Navigation

Grants, Grants Portal, Project Information, Project Detail

Image: Project Detail page

This example illustrates the fields and controls on the Project Detail page . You can find definitions for the fields and controls later on this page.

Project Detail | Demographics | Activities | Subcontracts | Budget Status

Hello, Kenneth Schumacher You have 1253 new items in your wishlist. Last Process Date/Time

Searching Option

PC Business Unit Project

Financial Calculating Option ?

Balances Both ☒ Include FA

Budget Period From Through Bud Ref

Date Selection As of Date

Project Title

| | |
|-----------------------------------|---|
| Award ID Award ID | Award Title Award Title |
| Contact PI | Sponsor Customer ID |
| Department | Start Date |
| Dept Contact | End Date |
| Project Type | Project Status |
| Burn Rate 0.00 | Funded Amount Funded |

[Institution & Sponsor Links](#) [Project Forecast](#) [Project Variance](#) [Project Attachment](#) [Reports](#)

Project

Select the ID of the project that you want to view. After you select the project, the project short title appears to the right of the field as a link. Click the link to access the Projects page from the Awards components within PeopleSoft Grants.

Search

Click this button after selecting a project costing business unit and a project, to display the detail information for the project.

Recalculate

Click this button after entering values in the Financial Calculating Option group box, to recalculate the values displayed in the Project Detail group box.

Award ID

Displays the award ID as a link. Click the link to access the Award Details Inquiry page.

Contact PI (contact principal investigator)

Displays the contact PI as a link.

Grant Administrator

Displays the grant administrator as a link. Click the link to access the Project Department Contact page.

Funded Amount

Displays the funded amount as a link. Click the link to access the Award Funding Inquiry page.

Award Title

Displays the award title as a link. Click the link to access the Award Profile page.

Sponsor

Displays the sponsor as a link. Click the link to access the Sponsor page.

Project Detail - Demographics Page

Use the Project Detail - Demographics page (GM_PT_PRJ_DEMO) to view demographic information for projects.

Navigation

Grants, Grants Portal, Project Information, Project Detail, Demographics

Image: Project Detail - Demographics page

This example illustrates the fields and controls on the Project Detail - Demographics page. You can find definitions for the fields and controls later on this page.

| Project Detail Demographics Activities Subcontracts Budget Status | | | | | | | | | | |
|--|---------------|--------------------|---------------|------------------|---|--------------------|------------------|-------------|----------|------------------------|
| Hello, Kenneth Schumacher | | | | | You have 1253 new items in your worklist. | | | | | Last Process Date/Time |
| Searching & Calculation Option | | | | | | | | | | |
| PC Business Unit US004 | | | | | Project | | | | | |
| Budget Period | | | | | Through | | | | | |
| Date Selection As of Date | | | | | Bud Ref | | | | | |
| Professional Resource | | | | | | | | | | |
| Personalize Find First 1 of 1 Last | | | | | | | | | | |
| Team Member | Name | | | | Project Role | | | % Effort | | |
| | | | | | | | | | | |
| Department Allocation | | | | | | | | | | |
| Personalize Find First 1 of 1 Last | | | | | | | | | | |
| Department | Department ID | | | | % Allocation | | | | | |
| | | | | | | | | | | |
| Certification | | | | | | | | | | |
| Personalize Find First 1 of 1 Last | | | | | | | | | | |
| Certification Code | Indicator | Certification Date | Expiration Dt | Approval Date | Name | Assurance Number | Exemption Number | Review Type | Comments | |
| | | 02/24/2013 | | 02/24/2013 | | | | | | |
| Institution & Sponsor Links | | Project Forecast | | Project Variance | | Project Attachment | | Reports | | |

| | |
|-------------------------------------|--|
| Team Member | Displays the team members for the project. |
| Project Role | Displays the role that the team member plays for the project. |
| % Effort (percent of effort) | Displays the percent of effort that the team member is assigned for the project. |
| % Allocation | Appears in descending order by the percent of award allocation. |
| Indicator | Displays the certification indicator. |

Project Detail - Activities Page

Use the Project Detail - Activities page (GM_PT_PRJ_ACTIVITY) to view activities for projects.

Navigation

Grants, Grants Portal, Project Information, Project Detail, Activities

Image: Project Detail - Activities page

This example illustrates the fields and controls on the Project Detail - Activities page. You can find definitions for the fields and controls later on this page.

Activity Displays activities in descending order as a link. Click the link to access the Project Activity - General Information page.

Project Detail - Subcontracts Page

Use the Project Detail - Subcontracts page (GM_PT_PRJ_SUBRECP) to view subcontracts for projects.

Navigation

Grants, Grants Portal, Project Information, Project Detail, Subcontracts

Image: Project Detail - Subcontracts page

This example illustrates the fields and controls on the Project Detail - Subcontracts page. You can find definitions for the fields and controls later on this page.

| Project Detail | Demographics | Activities | Subcontracts | Budget Status | |
|--|------------------|---|--------------------|------------------------|--------------------|
| Hello, Kenneth Schumacher | | You have 1253 new items in your wishlist. | | Last Process Date/Time | |
| Searching & Calculation Option | | | | | |
| PC Business Unit US004 | | Project | | | |
| Budget Period | | Through | | | |
| Date Selection As of Date | | Bud Ref | | | |
| Subcontract | | | | | |
| Personalize Find First 1 of 1 Last | | | | | |
| Subrecipient ID | Subcontract Type | Method Chosen | Start Date | End Date | Third Party Amount |
| | | | | | |
| Total Amount | | | | | |
| Institution & Sponsor Links | Project Forecast | Project Variance | Project Attachment | Reports | |

Project Detail - Budget Status Page

Use the Project Detail - Budget Status page (GM_PT_PRJ_BUD) to view budget status information for projects.

Navigation

Grants, Grants Portal, Project Information, Project Detail, Budget Status

Image: Project Detail - Budget Status page

This example illustrates the fields and controls on the Project Detail - Budget Status page. You can find definitions for the fields and controls later on this page.

| Project Detail Demographics Activities Subcontracts Budget Status | | | | | |
|--|----------|------------------|---|--------------------|------------------------|
| Hello, Kenneth Schumacher | | | You have 1253 new items in your worklist. | | Last Process Date/Time |
| Searching & Calculation Option | | | | | |
| PC Business Unit US004 | | | Project | | |
| Budget Period | | | Through | | |
| Date Selection As of Date | | | Bud Ref | | |
| Sponsor Personalize Find First 1 of 1 Last | | | | | |
| Budget Item | Budgeted | Expended | Encumbered | Pre-Encumbered | Remaining Balance |
| | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Total Direct | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Total FA | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Totals | 0.000 | SP Amount | SP Amount | SP Amount | 0.000 |
| Overall Cost Share Personalize Find First 1 of 1 Last | | | | | |
| Budget Item | Budgeted | Expended | Encumbered | Pre-Encumbered | Remaining Balance |
| | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Total Direct | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Total FA | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Totals | 0.000 | CS Amount | CS Amount | CS Amount | 0.000 |
| Budget Totals | | | | | |
| Budgeted | 0.000 | | Expended | | 0.000 |
| Encumbered | 0.000 | | Pre-Encumbered | | 0.000 |
| Remaining Balance | 0.000 | | | | |
| Institution & Sponsor Links | | Project Forecast | Project Variance | Project Attachment | Reports |

Use this page to view sponsor and cost share budgets for a project.

Sponsor

Budget Item

Displays budget items for the project that fall within the budget period.

Total Direct

Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns.

Totals

Displays the sum of Total Direct and Total FA for the column. The Total Expended, Total Encumbered, and Total Pre-Encumbered amounts link to corresponding inquiry pages.

Cost Share

Budget Item

Displays budget items for the project that fall within the budget period

Total Direct

Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns.

Totals Displays the sum of Total Direct and Total FA for the column. The Total Expended, Total Encumbered, and Total Pre-Encumbered amounts link to corresponding inquiry pages.

Budget Totals

Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance Displays the sum of sponsor budget total and the cost share budget total amounts.

Viewing Personnel Data

This section lists common elements used in this section and discusses how to:

- View personnel data.
- View detailed costs of personnel.

Pages Used to View Personnel Data

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|--|-----------------------------------|
| Personnel Cost Summary | GM_PT_PERS_SUMMARY | Grants, Grants Portal, Personnel Information, Personnel Cost Summary | View personnel data. |
| Personnel Cost Details | GM_PT_PER_INQ | Grants, Grants Portal, Personnel Information, Personnel Cost Detail | View detailed costs of personnel. |

Common Elements Used in This Section

Institution & Sponsor Links Click to access the Sponsor Websites page.

Funding Allocations Click to access the Review Award Modifications page.

Milestone Notifications Click to access the Milestone Notification History page.

Protocols Click to access the Protocols page.

Award Attachment Click to access the Contract - Attachments page.

Reports Click to access the Administration page of the Report Manager option for Reporting Tools.

Personnel Summary Page

Use the Personnel Cost Summary page (GM_PT_PERS_SUMMARY) to view personnel data.

Navigation

Grants, Grants Portal, Personnel Information, Personnel Cost Summary

Image: Personnel Cost Summary page

This example illustrates the fields and controls on the Personnel Cost Summary page. You can find definitions for the fields and controls later on this page.

Personnel Cost Summary | Search Options

Hello, Kenneth Schumacher You have 1253 new items in your wishlist. Last Process Date/Time

Financial Calculating Option ?

Balances: Both

Budget Period From: [] Through: [] Bud Ref: []

Date Selection: As of Date [] []

Recalculate

Detail | Personalize | Find | [] | Summary 1 of 1 Last

| PC Business Unit | Project | Award ID | Empl ID | Name | Job Code | Department | Paid Amount | Committed Amount | Committed Effort | Annual Amount |
|-------------------------------------|---------|----------|---------|------|----------|------------|-------------|------------------|------------------|---------------|
| <input checked="" type="checkbox"/> | Project | Award ID | | | | | 0.000 | 0.000 | 0.00 | |

Deselect All

Total Amount of Selected Items

| | | | |
|----------|---|-------------------|-------|
| Selected | 1 | Paid Amount | 0.000 |
| | | Total Cost Amount | 0.000 |
| | | Total Committed | 0.000 |

Update Total Amount

Institution & Sponsor Links | Funding Allocations | Milestone Notifications | Protocols | Award Attachment | Reports

Personnel Cost Summary | Search Options

You have # new items in your wishlist

Displays the number of items in the user's wishlist.

Last Process Date/Time

Displays the date and time derived from the completion of the application engine process used to update the information in the portal.

Budget Period From

Select the budget period begin date to use when calculating balances on the Financial tab.

Thru

Select the budget period end date to use when calculating balances.

Bud Ref

The label of this field is determined by the option selected in the Budget Group By field on the Installation Options - Grants Portal page. For example, if you select Budget Ref as the Budget Group By, then the system displays *Bud Ref* as the field label. If you select Account as the Budget Group By, then the system displays *Account* as the field label. Depending on the field label, the system displays the field value,

Date Selection

Select one of these values:

- *As of Date* and enter a specific date in the field to the right.

- *Month End* and select a month in the field to the right.

Recalculate

Click to recalculate totals displayed in the Total Amount of Selected Items group box if you change information in the Financial Information Calculation Options group box.

(check box)

Select and then click the Recalculate button to update the information displayed in the Total Amount of Selected Items group box.

Project

Displays the project as a link. Click this link to access the Personnel Costs Detail page.

Award

Displays the award as a link. Click this link to access the Personnel Costs Detail page.

Selected

Displays the number of awards selected on the page. To update this value, select the award using the check box in the left column and click the Recalculate button.

Total Paid

Displays the sum of the Paid Amount column.

Total Committed

Displays the sum of the Committed Amount column.

Personnel Total Costs

Displays the sum of the Total Paid plus the sum of the Total Committed fields.

Personnel Cost Detail Page

Use the Personnel Cost Detail page (GM_PT_PER_INQ) to view detailed costs of personnel.

Navigation

Grants, Grants Portal, Personnel Information, Personnel Cost Detail

Image: Personnel Cost Detail page

This example illustrates the fields and controls on the Personnel Cost Detail page . You can find definitions for the fields and controls later on this page.

Personnel Cost Detail

Search Options ?

Business Unit Award ID

PC Business Unit Project ID

Activity ID

Budget Period Start Date End Date Bud Ref

Date Selection

Personnel Cost Totals Summary

| | | | | | |
|-------------------------|------|----------------------------|------|-----------------------|------|
| Sponsor Actual Costs | 0.00 | Cost Share Actual Costs | 0.00 | Paid Amount | 0.00 |
| Sponsor Committed Costs | 0.00 | Cost Share Committed Costs | 0.00 | Total Committed Costs | 0.00 |
| Total Paid Amount | 0.00 | Total Cost Share Costs | 0.00 | Total Cost Amount | 0.00 |

Sponsor Personnel Actual Costs [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Actual Costs | [Chartfields](#) | [Filter](#)

| PC Business Unit | Project | Award ID | Activity | Budget Period | Accounting Date | Transaction Date | Empl ID | Name | Job Code | Project Role | Paid Amount | Committed Amount | Currency |
|------------------|---------|----------|----------|---------------|-----------------|------------------|---------|------|----------|--------------|-------------|------------------|----------|
| | | | | | | | | | | | 0.000 | 0.000 | |

Cost Share Personnel Actual Costs [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Actual Costs | [Chartfields](#) | [Filter](#)

| PC Business Unit | Project | Award ID | Activity | Budget Period | Accounting Date | Transaction Date | Empl ID | Name | Job Code | Project Role | Paid Amount | Committed Amount | Currency |
|------------------|---------|----------|----------|---------------|-----------------|------------------|---------|------|----------|--------------|-------------|------------------|----------|
| | | | | | | | | | | | 0.000 | 0.000 | |

Viewing Transaction Data

This section discusses how to view transaction information.

Pages Used to View Transaction Data

| Page Name | Definition Name | Navigation | Usage |
|---------------------------------|-----------------|---|----------------------------------|
| Expenditure Details Inquiry | GM_PT_EXP_INQ | Grants, Grants Portal, Transaction Inquiry, Expenditure Inquiry | View expenditure information. |
| Encumbrance Details Inquiry | GM_PT_ENC_INQ | Grants, Grants Portal, Transaction Inquiry, Encumbrance Inquiry | View encumbrance information. |
| Pre Encumbrance Details Inquiry | GM_PT_PRN_INQ | Grants, Grants Portal, Transaction Inquiry, Pre Encumbrance Inquiry | View preencumbrance information. |

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------------------|-------------------------------|---|---------------------------------------|
| Invoice and Payment Details Inquiry | GM_PT_INV_INQ | Grants, Grants Portal, Transaction Inquiry, Invoice and Payment Inquiry | View invoice and payment information. |

Expenditure Details Inquiry, Encumbrance Details Inquiry, Pre Encumbrance Details Inquiry, Invoice Details Inquiry, and Payment Details Inquiry Pages

Access the Expenditure Details Inquiry, Encumbrance Details Inquiry, Pre Encumbrance Details Inquiry, and Invoice and Payment Details Inquiry pages to view transactional information for a single award or project based on a date range. The values in the Total Summary group box display the sum of the Amount column in the corresponding grid that appears in the Details section of the page.

Chapter 15

Using the Grants WorkCenter and Dashboard

Understanding the Grants WorkCenter and Dashboard

The Grants WorkCenter is a central navigational component that is designed for the end user. The goal of the WorkCenter is to help an end user become more efficient by accessing frequently used pages and pagelets, and providing a central area for users to access key components within Financial and Supply Chain applications. They enable you to access various pages and keep multiple windows open while performing your daily tasks.

The Grants WorkCenter supports you throughout the lifecycle of a contract and enables you to access to key transactional data, notifications, exceptions, reports, and queries related to grants. In addition, the Grants WorkCenter enables you to access data from Contracts, Billing, and Receivables.

The Grants WorkCenter is delivered with sample data. It is the responsibility of the system administrator from your organization to design and create links so that users can view and access specific links, pages, and pagelets.

For information about setting up WorkCenters and PeopleTools options for the WorkCenter, see *PeopleSoft Application Fundamentals* and *PeopleTools: Global Technology*.

WorkCenters

WorkCenters are designed for specific roles and provide a central area for users to access key components within Financial and Supply Chain applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter, which reduces the time used when navigating through menus.

WorkCenters are delivered as empty components. It is the responsibility of the system administrator from your organization, to design and create links so that users can view and access specific links and pages.



Click to watch a short video about [PeopleSoft WorkCenters](#).

For more information about setting up WorkCenters as a system administrator, see the documentation for "Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Portal Technology*.

Pagelets and Pagelet Setup, Maintenance, and Personalization

This topic provides a general, high-level description of the four types of pagelets:

- My Work Pagelet
- Links Pagelet
- Queries Pagelet
- Reports and Processes Pagelet
- Pagelet setup, maintenance, and personalization

My Work Pagelet

The My Work section of the Main tab includes links to pages that an end user would need to access on a daily basis. The My Work section can also include exceptions and alerts, where the user would need to take some type of action.

Some links that are set up for the My Work pagelet can be subject to filter criteria that limit the amount of data that is available to a user.

The My Work section can be personalized by end users by clicking on the Pagelet Settings icon and then selecting Personalize.

Links Pagelet

The Links section of the Main tab includes additional links to pages or other areas of interest to the user role. A system administrator can determine a list of links that are available to end users, and the end user can personalize which links they want to appear on their WorkCenter.

Links to external pages can be placed in this section as well.

Queries Pagelet

The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries, and pivot grids. The system administrator can determine if an end user can add public or private queries. The end user can personalize their private queries.

When a link is selected, the query or pivot grid results are displayed in the right pane of the WorkCenter or in a new window. Query results can be saved to Microsoft Excel.

Reports and Processes Pagelet

The Reports and Processes section of the Reports/Queries tab includes links to reports and processes. The links take you to the run control page for reports, processes, and the Reporting Console.

The system administrator can determine whether an end user can configure their pagelet.

Pagelet Setup, Maintenance, and Personalization

When setting up and maintaining a WorkCenter, there are setup options that are defined at the system administrator level and personalization options that are defined at the user level.

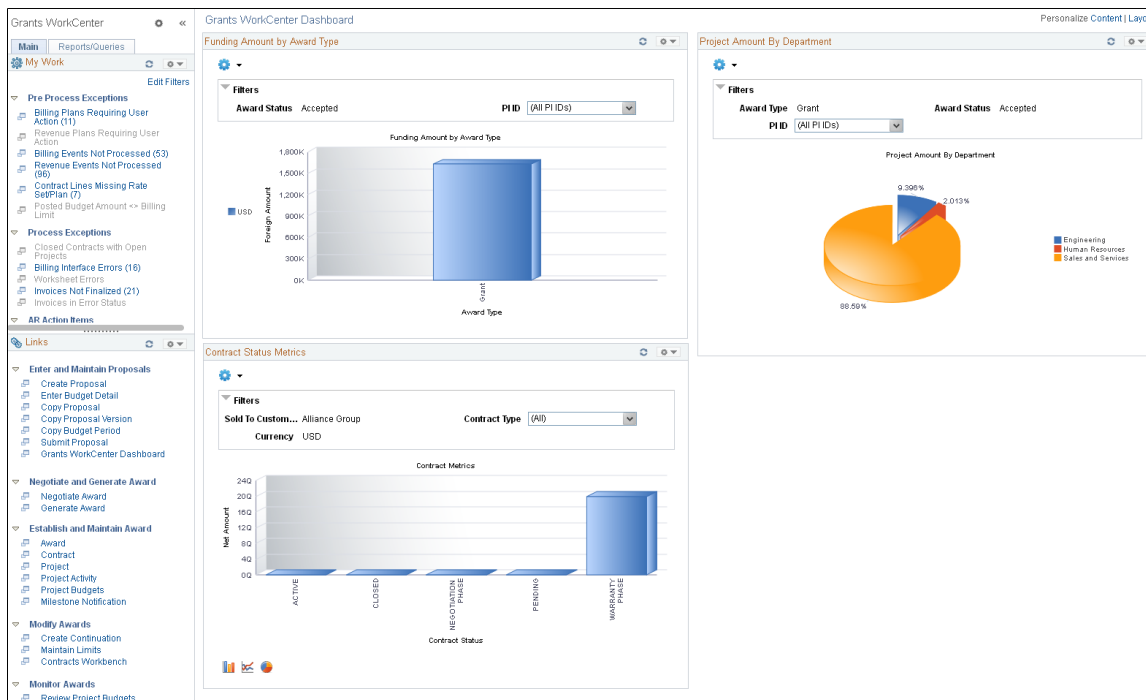
The system administrator must perform their setup options first, using the Enterprise Components, WorkCenter/Dashboards component. The end user performs their personalization options second, using the Personalize and Configure options in the WorkCenter.

Example: Grants WorkCenter

This example illustrates how the Grants WorkCenter can be set up:

Image: Grants WorkCenter - example setup

Grants WorkCenter - example setup



The WorkCenter navigation is located on the left side of the page and includes two main tabs: Main and Report/Queries. Some WorkCenter pagelets are common to multiple applications, and some pagelets are unique to individual applications.

The left side of the page provides two tabs at the top and multiple links to access user-specific information.

The right side of the page has been configured as a Dashboard and displays specific pagelets that provide the user with specific information as soon as they access the WorkCenter.

To review more information about the links that appear in each pagelet, see [Understanding the Grants WorkCenter – My Work](#), [Understanding the Grants WorkCenter – Links](#), [Understanding the Grants WorkCenter – Queries](#), and [Understanding the Grants WorkCenter – Reports and Processes](#).

For more information about the links that appear on the Main tab, My Work section, see [Understanding the Grants WorkCenter – My Work](#).

For more information about the links that appear on the Main tab, Links section, see [Understanding the Grants WorkCenter – Links](#).

For more information about the links that appear on the Reports/Queries tab, Queries section, see [Understanding the Grants WorkCenter – Queries](#).

For more information about the links that appear on the Reports/Queries tab, Reports/Processes section, see [Understanding the Grants WorkCenter – Reports and Processes](#).

Related Links

"Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up Pagelets for My Work as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up the Links Pagelet as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up Pagelets for Queries as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up Pagelets for Reports and Processes as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

Dashboards and Pivot Grids

Setting up PeopleSoft Dashboards is similar to setting up WorkCenters because you use the same pages in Enterprise Components. However, Dashboards can display pivot grids that can also be displayed on a users' Home page.

Pivots grids are based on PSQueries and can display the results in a grid format, a chart format, or both. You use the Pivot Grid Wizard (Reporting Tools, Pivot Grid, Pivot Grid Wizard) to design how the page is displayed to the user.

Pivot Grids can be added as pagelets (on a user's Home page) and to the Queries tab in a WorkCenter.



Click to watch a short video about [Pivot Grids](#).

For more information about setting up WorkCenters as a system administrator, see the documentation for "Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"..

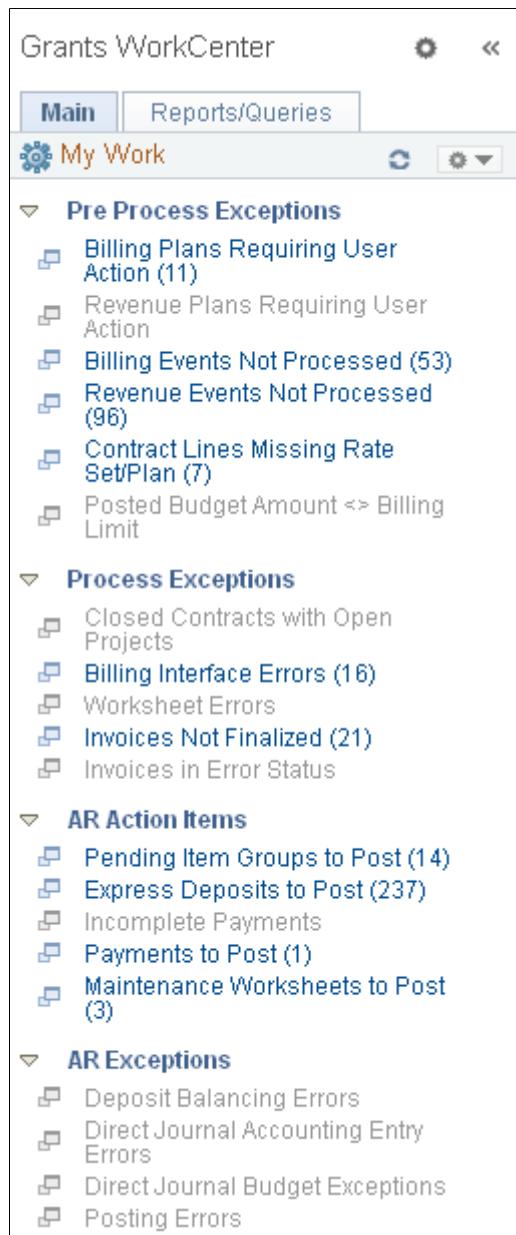
For more information about setting up pivot grids, see *PeopleTools: PeopleSoft Pivot Grid*

Understanding the Grants WorkCenter – My Work

This page shot provides an example of how the Staffing WorkCenter – My Work section can be set up:

Image: Grants WorkCenter – My Work

Grants WorkCenter – My Work



In this example, the My Work section is divided into these groupings:

- Pre Process Exceptions
 - Billing Plans Requiring User Action
 - Revenue Plans Requiring User Action
 - Billing Events Not Processed

- Revenue Events Not Processed
- Contract Lines Missing Rate Set/Plan
- Posted Budget Amount <> Billing Limit

- Process Exceptions
 - Closed Contracts with Open Projects
 - Billing Interface Errors
 - Worksheet Errors
 - Invoices Not Finalized
 - Invoices in Error Status

- AR Action Items
 - Pending Item Groups to Post
 - Express Deposits to Post
 - Incomplete Payments
 - Payments to Post
 - Maintenance Worksheets to Post

- AR Exceptions
 - Deposit Balancing Errors
 - Direct Journal Accounting Entry Errors
 - Direct Journal Budget Exceptions
 - Posting Errors

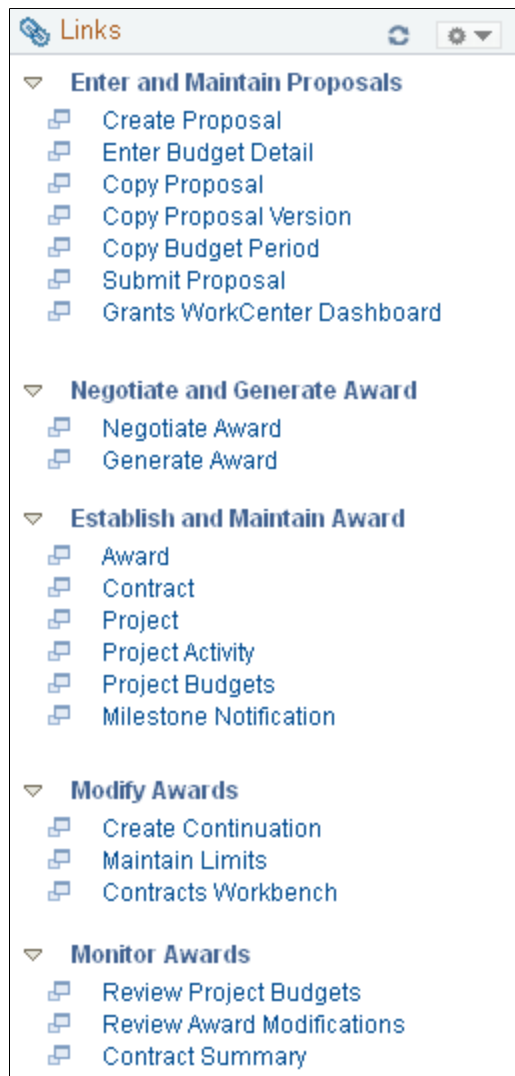
For more information on these exceptions, see: "Using the Contracts WorkCenter (*PeopleSoft FSCM 9.2: Contracts*)""Using the Billing WorkCenter - Dashboard (*PeopleSoft FSCM 9.2: Billing*)""Understanding the Receivables WorkCenter (*PeopleSoft FSCM 9.2: Receivables*)"

Understanding Grants WorkCenter - Links

This page shot provides an example of how the Grants WorkCenter – Links section can be set up:

Image: Grants WorkCenter - Links

Grants WorkCenter - Links



The Links pagelet provides access to internal links and external links.

To set up the WorkCenter Links pagelet as a system administrator, see "Configure Pagelets – Links Page (*PeopleSoft 9.2: Enterprise Components*)".

To use and personalize the WorkCenter Links pagelet as an end user, see "Working with and Personalizing the Links Pagelet as an End User (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

Understanding the Grants WorkCenter - Queries

This page shot provides an example of how the Grants WorkCenter – Queries section can be set up:

Image: Grants WorkCenter - Queries

Grants WorkCenter - Queries



The Queries pagelet provides access to public queries, private queries, and Pivot Grids.

To set up the WorkCenter Queries pagelet as a system administrator, see "Configure Pagelets – Queries Page (*PeopleSoft 9.2: Enterprise Components*)".

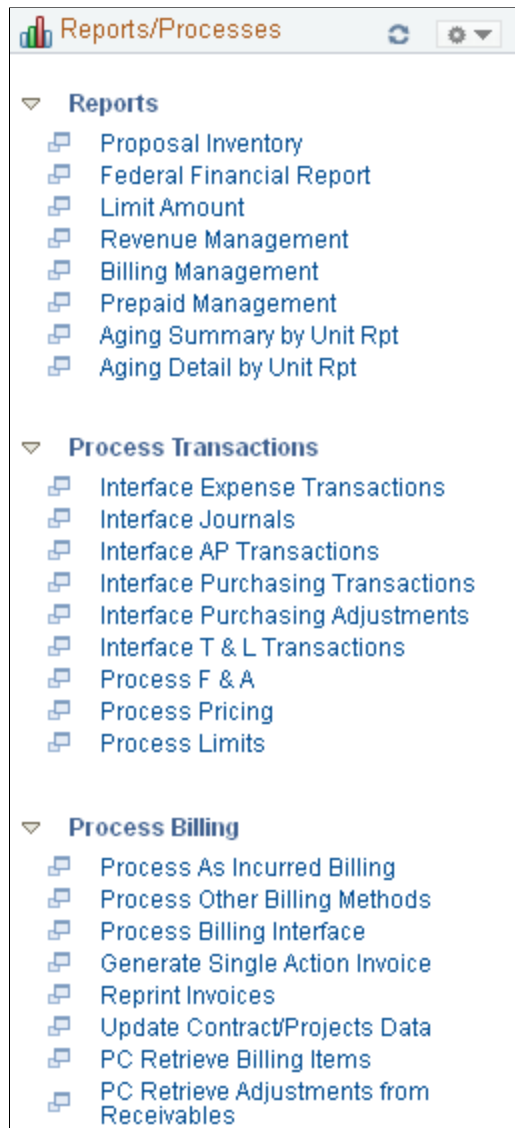
To use and personalize the WorkCenter Queries pagelet as an end user, see "Define User Query Links – Queries Pagelet Personalization Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

Understanding the Grants WorkCenter - Reports and Processes

This page shot provides an example of how the Grants WorkCenter – Reports and Processes section can be set up:

Image: Grants WorkCenter - Reports and Processes

Grants WorkCenter - Reports and Processes



The Reports/Processes pagelet provides access to system defined reports and processes for which you have access.

To set up the WorkCenter Reports/Processes pagelet as a system administrator, see "Configure Pagelets – Reports/Processes Page (*PeopleSoft 9.2: Enterprise Components*)".

To use and personalize the WorkCenter Queries pagelet as an end user, see "Define User “Reports” Links – Reports/Processes Pagelet Personalization Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

Preparing a Proposal and Award for Cost Sharing

Preparing a Proposal and Award for Cost Sharing

This topic provides a summary of proposal and award preparation for cost sharing.

Proposal and Award Preparation for Cost Sharing

Cost sharing represents the portion of the research that is being funded by the recipient of the award rather than the sponsor. For example, an institution may decide to contribute funds or resources to support a project in addition to the amount that is awarded by the sponsor. In some instances, awarding sponsors expect or require recipients to contribute a certain dollar amount or percentage of the award as a precondition for their support.

The following sections provide an overview of the steps that are involved in preparing a proposal and award for cost sharing.

Set Up Cost Sharing

Complete these steps to set up cost sharing for your proposals and awards:

| Step | Purpose | Navigation |
|---|---|--|
| Establish cost sharing options for PeopleSoft Grants. | Tells the system what ChartFields and ChartField values to use to calculate cost-sharing percentages. | Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Establishing F&A and Direct-Cost Cost-Sharing Options . |
| Define the analysis types for cost-shared transactions that are coming from feeder systems into PeopleSoft Project Costing. | Tells the system what cost-sharing analysis type to use when a user enters a transaction from a feeder system that includes the designated cost-sharing ChartFields. We deliver sample data for the cost sharing analysis types that you are most likely to use. See Installation Options - Grants Page . | Set Up Financials/Supply Chain, Install, Installation Options, Grants See Understanding Direct-Cost Cost Sharing . |

Prepare a Proposal for Cost Sharing

Complete these steps to prepare a proposal for cost sharing:

| Step | Purpose | Navigation |
|--|--|--|
| Create a proposal. | Provides information that the system uses in the award generation process to create the award substructures. | Grants, Proposals, Maintain Proposal See Establishing Proposals . |
| Establish a cost shared budget item on the Enter Budget Detail page. | Tells the system what budget items you are using for cost sharing. | Grants, Proposals, Enter Budget Detail See Establishing Proposal Budgets . |
| Enter cost sharing details for the budget category. | Tells the system what percentages to use to calculate cost-sharing amounts for the cost-sharing budget category that you have established. | On the Enter Budget Detail page, click the Cost Share link that is associated with the budget category. See Establishing Proposal Budgets . |
| Submit the proposal. | Tells the system that you have completed proposal preparations for your research proposal and have submitted the documents to the awarding agency. | Grants, Proposals, Submit Proposal, Submission See Submitting Proposals . |
| Generate the award. | Tells the system that the awards have been funded. Computes the cost-sharing amounts to be brought forward into the award using the percentages that you set up on the Budget Line Summary page. | Grants, Proposals, Generate Award See Generating Awards . |

Prepare an Award for Cost Sharing

Complete these steps to prepare an award for cost sharing:

| Step | Purpose | Navigation |
|--|---|--|
| Update the award profile. | Provides award notification and award details that the system uses to process and manage award transactions. | Grants, Awards, Award Profile See Establishing Award Profiles . |
| Complete the budget setup for the award and the cost sharing budget. | Defines the project (parent) budget, activity (child) budget, general ledger, and commitment control ledger. Tells the system which budget lines to use in F&A and cost-sharing calculations for the project. | Grants, Awards, Project Budgets, Budget Detail See Establishing Project Budgets . |

| Step | Purpose | Navigation |
|--|---|---|
| Post budget journals to PeopleSoft Commitment Control and finalize the budget. | Provides the system with the final budget numbers against which transactions are processed. | Grants, Awards, Project Budget, Budget Detail See Establishing Project Budgets . |

Your award is now ready to receive transactions.

Booking and Managing PeopleSoft Grants Revenue

Booking and Managing PeopleSoft Grants Revenue

This topic provides a summary of how to book and manage PeopleSoft Grants revenue.

Booking and Managing Revenue

PeopleSoft Grants integrates with PeopleSoft Project Costing and PeopleSoft Contracts to send revenue entries for award transactions to PeopleSoft General Ledger. To book revenue entries to PeopleSoft General Ledger, you need to run a series of processes ending with a process to update the tables in PeopleSoft Project Costing and PeopleSoft Contracts.

Before you can run the processes that create and book your revenue accounting entries to PeopleSoft General Ledger, make sure that the underlying revenue structures are in place.

Overall System Level

Because PeopleSoft Grants uses processes and features that are associated with other applications to recognize revenue, make sure that you perform these steps:

| Step | Purpose | Navigation |
|---|---|--|
| Define unbilled AR (accounts receivable) and revenue account codes. | Tells the system where to store unbilled accounts receivable information. | Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code See "Establishing Distribution Rules and Sets (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Define InterUnit templates. | Associates transaction codes with accounting entry types for which you provide ChartField values to complete partial InterUnit entries. InterUnit transactions involve business units. | Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template See "Setting Up Interunit and Intraunit Processing (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |

| Step | Purpose | Navigation |
|---|--|--|
| Define IntraUnit templates. | Associates transaction codes with accounting entry types for which you provide ChartField values to complete partial Inter/IntraUnit entries. IntraUnit transactions occur within a single PeopleSoft General Ledger business unit and involve more than one value in a lower-level balancing ChartField. | Set Up Financials/Supply Chain, Common Definitions, Inter/IntraUnit, IntraUnit Template See "Setting Up Interunit and Intraunit Processing (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". |
| Associate the Inter/IntraUnit templates with the PeopleSoft General Ledger business unit. | Tells the Inter/IntraUnit processor what IntraUnit templates to use to process transactions. | Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Inter/IntraUnit See "Understanding General Ledger Business Units and Options (<i>PeopleSoft FSCM 9.2: General Ledger</i>)". |
| Define Journal Generator templates. | Converts the entries into a format that PeopleSoft General Ledger can understand. | General Ledger, Journals, Subsystem Journals, Journal Generator Template See "Understanding General Ledger Journal Entries (<i>PeopleSoft FSCM 9.2: General Ledger</i>)". |

The Inter/IntraUnit processor automatically creates balanced accounting entries when the entries are out of balance at the business unit level or at a lower level ChartField (like Fund or DeptID).

PeopleSoft Grants (Facilities and Administration)

To tell the system how to process F&A transactions, perform these steps:

| Step | Purpose | Navigation |
|--------------------|---|--|
| Define F&A options | Sets the default values that the system uses when creating F&A entries, which are then sent to PeopleSoft General Ledger. | Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Establishing F&A and Direct-Cost Cost-Sharing Options . |
| Define F&A offsets | Tells the system how to apply F&A revenue when the F&A process is run. | Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets See Establishing F&A and Direct-Cost Cost-Sharing Options . |

PeopleSoft Project Costing

To tell the system how to convert resource lines into accounting transactions, perform this step:

| Step | Purpose | Navigation |
|-------------------------|---|--|
| Define accounting rules | Tells the system how to convert resource transactions in PeopleSoft Project Costing to accounting lines that are later converted into journal entries by the Journal Generator. | Set Up Financials/Supply Chain, Product Related, Project Costing, General Options, Accounting Rules See "Defining Accounting Rules (PeopleSoft FSCM 9.2: Project Costing)". |

PeopleSoft Grants

To create the award substructures that are necessary for transaction processing, perform these steps:

| Step | Purpose | Navigation |
|-----------------------------------|--|---|
| Prepare a proposal. | After you receive funding approval, the proposal provides information that the system uses in the award generation process to create the award substructures. | Grants, Proposals, Maintain Proposal See Establishing Proposals . |
| Run the award generation process. | The system uses information that is entered on the proposal to create the award substructures (such as contract and project information) that are needed for award processing. | Grants, Proposal, Generate Award See Generating Awards . |
| Update the award profile. | Provides award notification and award details that the system uses to process and manage award transactions. | Grants, Awards, Award Profile See Establishing Award Profiles . |
| Establish a project profile. | Provides information at the project level about how the system should process transactions for the particular award. | Grants, Awards, Project See Establishing Project Profiles . |
| Establish project activities. | Provides information at the activity level about how the system should process transactions for the particular award. | Grants, Awards, Project Activity See Establishing Project Activities . |

PeopleSoft Contracts

To make the contract available for billing, revenue recognition, and application engine processing, perform these steps:

| Step | Purpose | Navigation |
|---|--|--|
| Assign a billing plan to the contract line. | Controls when billing occurs. | Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link. See "Defining Contract Billing Options (PeopleSoft FSCM 9.2: Contracts)". |
| Activate the contract/award. | Tells the system that the contract is available for Application Engine processing. | Customer Contracts, Create and Amend, General Information, General See "Understanding Contracts (PeopleSoft FSCM 9.2: Contracts)". |
| Assign a revenue recognition plan to the contract line. | Controls when revenue recognition occurs. | Customer Contracts, Create and Amend, General Information, General Click the Revenue Plans link. See "Defining Contract Lines (PeopleSoft FSCM 9.2: Contracts)". |

Application Engine Processes

To book revenue entries to PeopleSoft General Ledger, run these processes:

| Step | Purpose | Navigation |
|---|--|--|
| Run the PeopleSoft Grants F&A process. | Writes revenue accounting entries for sponsor F&A transactions to the CA_ACCTG_LN_PC table. | Grants, Awards, Process Facilities Admin See Processing Facilities and Administration Costs . |
| Run the rate-based revenue process (PSA_ACCTGGL). | Writes revenue for Project Costing/ Grants to the CA_ACCTG_LN_PC table. This process picks up rate-based award lines that are linked to as-incurred revenue recognition plans. | Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue See "Understanding Revenue Plan Processing (PeopleSoft FSCM 9.2: Contracts)". |
| Run the Journal Generator process. | Imports the accounting entries that were staged in the CA_ACCTG_LN_PC table into PeopleSoft General Ledger. | General Ledger, Journals, Subsystem Journals, Generate Journals See "Understanding Journal Processing (PeopleSoft FSCM 9.2: General Ledger)". |

| Step | Purpose | Navigation |
|---|--|---|
| Run the Journal Generator Update process. | Takes the completed journal information for the award/contract line and updates the GL_DISTRIB_STATUS on the PROJ_RESOURCE table for your revenue rows to <i>D</i> for distributed | Customer Contracts, Schedule and Process Revenue, Retrieve GL Updates See "Understanding Revenue Plan Processing (<i>PeopleSoft FSCM 9.2: Contracts</i>)". |

Applying Transactions to PeopleSoft Grants

Applying Transactions to PeopleSoft Grants

This topic discusses how transactions are created and applied to PeopleSoft Grants awards.

How Transactions Are Created and Applied to PeopleSoft Grants Awards

You can create and apply transactions that are related to PeopleSoft Grants awards in two ways:

- By creating transactions in feeder systems and then using the Project Costing Integration process to price them and apply them to the award.
- By creating transactions directly in PeopleSoft Project Costing using the Add Transactions page.

These applications integrate with PeopleSoft Grants for the Project Costing Integration process:

- PeopleSoft General Ledger
- PeopleSoft Inventory
- PeopleSoft Payables
- PeopleSoft Purchasing
- PeopleSoft Expenses
- PeopleSoft Time and Labor

Typically, you would create transactions in one of the PeopleSoft feeder systems and then bring the transactions into PeopleSoft Grants through the Project Costing Integration process. The integration process calls the pricing engine, which in turn refers to the rate set to price the transactions and assign a target analysis type (usually BIL) to the incoming rows. These transaction rows are then stored in the Project Resource table (PROJ_RESOURCE) until they are processed through to PeopleSoft Billing and PeopleSoft General Ledger

Some examples of transactions that are created in feeder systems include:

- Requisitions from PeopleSoft Purchasing.
- Purchase orders that are created in PeopleSoft Purchasing and processed through PeopleSoft Payables.
- Vouchers that are created in PeopleSoft Payables.
- Time and expense information that is created in PeopleSoft Expenses.

- Journal entries from PeopleSoft General Ledger.
- Payroll entries from PeopleSoft Time and Labor.

After you process the transactions, you can view them by navigating to the Project Transactions page for your specific project and activity

Example: Bringing Vouchers into PeopleSoft Grants

The system brings vouchers into PeopleSoft Project Costing as actual costs and assigns them an analysis type of ACT. This table lists the major steps in creating a voucher and applying it to PeopleSoft Project Costing:

| Step | Navigation |
|---|---|
| Create a voucher in PeopleSoft Payables. | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information |
| Post the voucher. | Accounts Payable, Batch Processes, Vouchers, Voucher Posting, Voucher Posting Request |
| Run the Project Costing Integration Process (AP_PC_TO_PC) to bring the voucher into PeopleSoft Project Costing. | Project Costing, Cost Collection, Payables |
| Verify that the system applied the transaction to the PeopleSoft Grants project. | Project Costing, Project Definitions, General Information |

To process transactions from other PeopleSoft feeder systems, refer to the appropriate documentation.

Adding Transactions Directly to PeopleSoft Project Costing

To add a transaction directly to PeopleSoft Project Costing:

1. Access the Add Transactions page in PeopleSoft Project Costing.
Select Project Costing, Transaction Definitions, Add Transactions.
2. Select an analysis type for each transaction that you enter.
3. Select or enter the details of the transaction (source type, category, quantity, unit of measure, and so on).
4. If you are adding a transaction in a currency that differs from the base currency of the business unit, enter the transaction amount in the Source Amount field and select the Source Currency that is used in the transaction.

The system automatically converts the transaction amount to the business unit's base currency based on the default conversion rate type that is established for the user. Rate type defaults are set up in the General Options - User Preferences page. The converted amount is displayed in the Project Amount field on the Transaction Detail page.

5. Click Save to save the data in the Interface Project Resource staging table (INTFC_PROJ_RES).

If PeopleSoft Commitment Control is active, click Save to Project Transactions to budget check the row before sending the rows to the Project Resource table. If PeopleSoft Commitment Control is not active, clicking Save to Project Transactions will still load the rows into the Project Resource table

Delivered Workflows for PeopleSoft Grants

Delivered Workflows for PeopleSoft Grants

This topic discusses delivered workflows for PeopleSoft Grants.

For more information see:

- *PeopleTools: Workflow Technology*
- *PeopleTools: PeopleSoft Applications User's Guide*

Delivered Workflows for PeopleSoft Grants

This section discusses PeopleSoft Grants workflows. The workflows are listed alphabetically by workflow name.

Milestone Due Notification

This section discusses the Milestone Due Notification workflow. The workflow sends reminder email notifications to a group of roles prior to the milestone due date.

Description

| Information Type | Description |
|-------------------------|--|
| Event Description | The user sets up in the system the number of days that the role needs to be notified prior to the milestone due day. |
| Action Description | The system sends reminder email notifications to a group of roles that are listed in the Approval/Notification Process page prior to the milestone due date. |
| Notification Method | Email notification only. |

Workflow Objects

| Information Type | Description |
|-------------------------|--|
| Approval Rule Set | None |
| Business Process | PeopleSoft Grants Business Process: GM_GRANTS_BP |

| Information Type | Description |
|-------------------------|--|
| Activity | Activity for Milestone Notification: GM_MILE_NOTI_DUE1 |
| Role | None |

Proposal Component Approval Process

This section discusses the Proposal Component Approval Process workflow. The workflow generates worklist and notification that requests the approval or review of a proposal.

Description

| Information Type | Description |
|-------------------------|--|
| Event Description | The user submits, reviews, and approves a PeopleSoft Grants proposal either at the proposal/primary project component level or at the all projects component level. This triggers workitems and email notifications. |
| Action Description | When the proposal's status changes to the status that is listed in the Grant's Award Setup Definition page, an approval process will be triggered, sending workitem/email notification for multi-layered approval. |
| Notification Method | Email or worklist. |

Workflow Objects

| Information Type | Description |
|-------------------------|---|
| Approval Rule Set | None. |
| Business Process | PeopleSoft Grants Business Process: GM_GRANTS_BP |
| Activity | Two activities exist: GM_COMPONENT_APPR and GM_COMP_STATUS_NOTI |
| Role | None. |

Proposal Notification

This section discusses the Proposal Notification workflow. The workflow send informational email notifications to a group of roles when the proposal status changes.

Description

| <i>Information Type</i> | <i>Description</i> |
|-------------------------|--|
| Event Description | An email notification is triggered when the proposal status changes. |
| Action Description | An email notification is generated to the roles that are listed in the Approval/Notification Setup page. |
| Notification Method | Email notification only. |

Workflow Objects

| <i>Information Type</i> | <i>Description</i> |
|-------------------------|--|
| Approval Rule Set | None. |
| Business Process | PeopleSoft Grants Business Process: GM_GRANTS_BP |
| Activity | Activity: GM_PROPOSAL_NOTI |
| Role | None. |

Protocol Approval Process

This section discusses the Protocol Approval Process workflow.

Description

| <i>Information Type</i> | <i>Description</i> |
|-------------------------|--|
| Event Description | When the user submits the protocol, this action triggers the initial workflow worklist to be sent to the committee administrator. After the administrator assigns the review type, workflow sends the worklist and/or email notification to the roles listed in the Approval/Notification Setup page. The approver then selects <i>Approved</i> , <i>Denied</i> , or <i>Returned</i> for the protocol. |
| Action Description | When the administrator acts on it, it disappears from the worklist. The system triggers an approval process, sending workitem/email notification for multi-layered approval. |
| Notification Method | Worklist and email. |

Workflow Objects

| <i>Information Type</i> | <i>Description</i> |
|-------------------------|--|
| Approval Rule Set | None. |
| Business Process | Protocol Business Process: GM_PCL_BP |
| Activity | Approval Process Activity for Full Review: GM_PCL_APPROVE_FL Approval Process Activity for Except/Expedited Review: GM_PCL_APPROVE_EE |
| Role | None. |

Protocol Batch Notification

This section discusses the Protocol Batch Notification workflow.

Description

| <i>Information Type</i> | <i>Description</i> |
|-------------------------|--|
| Event Description | The workflow for committee meeting reminders, continuing reviews, expirations, and renewals is triggered by a user-initiated batch process that can be run for whatever interval the user defines. |
| Action Description | An email notification is generated. |
| Notification Method | Email notification only. |

Workflow Objects

| <i>Information Type</i> | <i>Description</i> |
|-------------------------|---|
| Approval Rule Set | None. |
| Business Process | Protocol Business Process: GM_PCL_BP |
| Activity | Activity for batch notification: GM_PCL_BATCH |
| Role | None. |

Protocol Notification

This section discusses the Protocol Notification workflow.

Description

| <i>Information Type</i> | <i>Description</i> |
|--------------------------------|--|
| Event Description | When the protocol status changes the system sends the worklist/email to the roles defined on the workflow rules. |
| Action Description | The system generates a worklist/email notification. |
| Notification Method | Worklist and email. |

Workflow Objects

| <i>Information Type</i> | <i>Description</i> |
|--------------------------------|---|
| Approval Rule Set | None. |
| Business Process | Protocol Business Process: GM_PCL_BP |
| Activity | Two activities exist: GM_PCL_SUBMIT and GM_PCL_ASSIGNMENT |
| Role | None. |

Appendix E

PeopleSoft Grants Reports and Forms

PeopleSoft Grants Reports and Forms

This topic provides an overview of PeopleSoft Grants reports and forms.

Note: For samples of these reports and forms, see the Portable Document Format (PDF) files that are published with your online documentation.

PeopleSoft Grants Reports and Forms: A to Z

The tables in this topic list the PeopleSoft Grants reports and forms.

This section discusses:

- Other Federal forms
- Administrative reports
- Billing forms

Related Links

[Printing Proposals](#)

"Application Fundamentals Reports: General Description (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Other Federal Forms

| Report ID and Report Name | Description | Navigation | Run Control Page |
|-------------------------------------|---|-----------------------------------|-------------------------|
| PHS 398 Federal Form – PHS 398 | Provides information for the Federal Grant Application. | Grants, Proposals, Print Proposal | GM_PROP_PRINT_REQ |
| PHS 2590 Federal Form – PHS 2590 | Provides information for the Federal Non-Competing Grant Progress Report or the Continuation Proposal | Grants, Proposals, Print Proposal | GM_PROP_PRINT_REQ |

Administrative Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|--|---|-------------------------|
| GMPER034 Bio sketch | Includes the name, address, education, professional experience, and language proficiency of the investigators on the proposal. | Grants, Professionals, Biosketch Report | RUN_GM_PERS_BIO |
| GMPER035 Current and Pending Support | Provides an overall summary of the total commitments for a particular investigator. | Grants, Professionals, Other Support Report | RUN_GM_PERS_BIO |
| SF-425 Federal Financial Report | Provides information that federal agencies require regarding the cash management and financial status of single and multiple awards. | Grants, Interactive Reports, Federal Financial Report | RUN_GM_FFR |

PeopleSoft Billing Forms

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|-------------------------|
| SF-1034 Public Voucher for Purchases and Services Other Than Personal | Provides a public voucher for purchases and services other than personal, including invoice summary page with invoice header information. | <ul style="list-style-type: none"> Billing, Generate Invoices, Non-Consolidated, Single Action Invoice Billing, Generate Invoices, Non-Consolidated, Print Pro Forma Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices | RUN_BI_PRNTIVC |
| SF-1035 Public Voucher for Purchases and Services Other Than Personal - Continuation | Provides a continuation sheet on SF-1034. It includes invoice header and expense line detail information that the expense account tree defines. | <ul style="list-style-type: none"> Billing, Generate Invoices, Non-Consolidated, Single Action Invoice Billing, Generate Invoices, Non-Consolidated, Print Pro Forma Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices | RUN_BI_PRNTIVC |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|--|---|---|-------------------------|
| SF-270 Request for Advance or Reimbursement | Provides an invoice summary page that includes invoice header information. | <ul style="list-style-type: none"> Billing, Generate Invoices, Non-Consolidated, Single Action Invoice Billing, Generate Invoices, Non-Consolidated, Print Pro Forma Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices | RUN_BI_PRNTIVC |
| GM_GEN Generic Letterhead Invoice | Provides a generic invoice. It includes invoice header and expense line detail information that the expense account tree definition controls. | <ul style="list-style-type: none"> Billing, Generate Invoices, Non-Consolidated, Single Action Invoice Billing, Generate Invoices, Non-Consolidated, Print Pro Forma Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices | RUN_BI_PRNTIVC |
| GMIVCPN Invoice Print Summary | Generates the invoices that are described previously plus optional cost-sharing and salary-detail (BIGSALDL) reports. | <ul style="list-style-type: none"> Billing, Generate Invoices, Non-Consolidated, Single Action Invoice Billing, Generate Invoices, Non-Consolidated, Print Pro Forma Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices | RUN_BI_PRNTIVC |
| BIGSALDL Salary Detail | Provides the salary detail that is associated with the invoices that the system creates. | Billing, Generate Invoices, Reports, Salary Detail | RUN_GM_SAL_DETL |
| GMLOC01 Letter of Credit | Provides details on document number and federal award number as well as funding, previously billed, unbilled, and allowable draw balances. | Billing, Manage Billing Worksheet, Letter of Credit Summary | BI_LOC_SUMMARY |

