SUNGARD PUBLIC SECTOR
GRANT MANAGEMENT

NOTICE

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doc@bi-tech.com

Document Change Log

Version	Date	Change Description
7.9	February 2008	7.9 Version

Contents

1 Overview

1.1 Prose

1.1.1 Grant Management Introduction

The Grant Management module monitors and reports on grant activity from the proposal through the closure of a grant. Grant Management can be divided into cycles of a grant's life: the proposal, budget preparation, award/cost share activity, sponsor billing, grant reporting, and grant closure. With the exception of budget preparation and accounts receivable billing, the module contains primarily demographic data. There are six major processes that take place in the Grant Management module:

1. Proposal / Project Process
2. Award Process
3. Establish General Ledger Relationship Process (Budget Preparation)
4. Accounts Receivable Billing Process
5. Report Designation Process
6. Grant Closure Process

We will discuss each of these phases in more detail as we introduce the screens that make up the Grant Management application.

1.2 Key Features

1.2.1 IFAS: Grants Management

Track projects from the initial proposal to closing using the SunGard Bi-Tech Grants Management System. Grants Management can be divided into the grant life cycles, such as the proposal, project, award, budgeting and cost sharing projections, sponsor billing, memo and reporting needs, and grant closure.

Major Features

- Handle all grant information updates interactively. Maintain a chronological log of all desired grant entries and/or changes. Track and report flow through grant activity.
- Automatically create and validate Job Ledger Chart of Accounts. Create a fail-safe audit trail of all entries posted to the General Ledger and Accounts Receivable systems. Support annual and multi-year budget entry to be interfaced to the IFAS General Ledger.
- Define all entries to the General Ledger and Accounts Receivable at the time of installation.

Reporting

Access to information is straightforward and easy. The Grants Management System includes standard reports and immediate online inquiry to any data in the system. Security- protected reports can be run at the user's networked computer or via the Internet from any Web browser.

1.3 Getting Started

Under Construction

1.4 Basic Steps

1.4.1 The Grant Cycle

For each of the six grant life cycle processes, there is a series of Grant Management data entry screens used to support that particular process activity. We will discuss each process in this section and describe the accompanying screens in the next.

Proposal / Project Process

The first process in the Grant Management life cycle is the Proposal / Project Process. In this process, we have recognized a need to request monies from a funding source in order to finance some type of project and/or activity. During this process, the grantee department will prepare an application, a budget, and any other requirements that the funding agency and/or grantee institution have designated. If necessary, the grantee department will seek approval from the applicable governing board(s). The application may be approved or in some cases rejected. Upon approval, the application will be submitted to the funding agency for consideration.

During the Proposal / Project Process, the following Grant Management screens will be utilized by the grantee department:

- GMNAME - Grant Definition
- GMPROP - Proposal Information
- GMDESC - Proposed Project Description (OPTIONAL)
- GMNOTES - Project Administrative Description (OPTIONAL)
- GMBUDG - Proposed Budget Entry

Award Process

Our next process is the Award Process. During this process the funding agency will notify the grantee department when the grant application has been accepted or rejected. For accepted applications, the grantee department may need to seek approval from any applicable governing agencies in order to "officially" accept the award. For rejected applications, a rejection description may be documented and no further processing needs to take place.

The Award Process utilizes the following screens:

- GMNAME - Grant Definition
- GMAWARD - Award Information
- GMAWRDNT - Award Notes (OPTIONAL)
- GMAWARDM - Award Amount Modifications (OPTIONAL)
- GMSHAR - Project Cost Sharing (OPTIONAL)
- GMCNTACT - Grant Contact Screen (OPTIONAL)
- GMCOMPLY - Compliance Parameters (OPTIONAL)

Establish General Ledger Relationship Process

To track the Grant Management financial transactions taking place in the General and Job ledgers and other financial subsystems, you must build a relationship between Grant Management grant key and a General Ledger, and sometimes Job Ledger Organization key. The next activity in this process is to send the Grant Budget to the IFAS Budget Module.

The Establish General Ledger Relationship Process utilizes the following screens:

- GMDATA - Project General Ledger Data
- SENDBUDG - Approve Proposed Budget
- TDGMGL (IFAS Menu Mask) - Create Budget Batch File

Accounts Receivable Billing Process (Optional)

For the Accounts Receivable Billing Process, the users have the capability of entering basic billing data such as cash requests for reimbursements, and indirect cost billings. An Accounts Receivable utility exists that will take the data that is entered on these screens and send it to the IFAS Accounts Receivable subsystem in the form of a batch file.

The Accounts Receivable Billing Process utilizes the following screens:

- GMBILL - Project A/R Billing Data
- GMBILT - Billing Free-Form Text (OPTIONAL)
- GMRUNAR - Run A/R Interface From Grant Management
- GMBSET - Sponsor Billing Data (OPTIONAL)

Report Designation Process

The Report Designated Process enables users to define all of the reports they are obligated to generate both internally and externally.

The Report Designation Process utilizes the following screens:

- GMRPTSMY - Report Summary
- GMRPTTRK - Report Tracking
- GMRPTNOT - Report Notes (OPTIONAL)

Grant Closure Process

During the Grant Closure Process users will update the status of the grant to "Closed" to indicate that it has expired. Next, they will enter the closure dates and final reporting obligations.

The Grant Closure Process utilizes the following screens:

- GMNAME - Grant Definition
- GMCLOSED - Project Closure Information

Grant Management Code Tables

Throughout the Grant Management module, users will encounter numerous "Pick-Lists". The "Pick-Lists" are pre-defined in the following coded value entry screens and do not require frequent modifications:

- GMCODES - Grant Management Codes
- _CODES
- Person Entity Database (PEUPPE)
- Accounts Receivable (ARUPCD)

1.5 Flow Diagram

Under Construction

2 Setup

2.1 Basics

2.1.1 Terms and Definitions

Under Construction

2.1.2 Concepts

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2.2 Intermediate

Under Construction

2.3 Advanced

Under Construction

2.4 Best Practices

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3 Processes

3.1 Tutorial

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4 Process Reference

4.1 Entry

4.1.1 Grant Data Entry (GMUPGM)

The Grant Data Entry screen is the initial grant setup screen. It is utilized in the Proposal, Award, and Closure Processes. The purpose of this screen is to create a proposal number, project identifier, award number, project title, and specify the status of the grant. You may instruct the system to automatically create the proposal, project, and award numbers or you may manually enter them. The proposal, project, and award numbers are key fields in the system and sometimes referred to as the Grant Key. All subsequent screens reference these key fields. Once the Grant Key has been defined, you may continue entering additional information on the subsequent Standard Grant Management screens.

By utilizing a multi-field key structure, the Standard Grant Management application allows for a "many-to-many" relationship to exist. For example, a single proposal may result in multiple awards for a single project, or multiple awards may compose the funding for a single project.

Proposal: [____] **Project ID:** [____] Award: [____] Cash Match: ☐ **Status:** [__▼]

Project Title: [_____]   Ledger/Org Key: [__▼] [KEY ...]

Department: [__▼] [_____]   Division: [__▼] [_____]

Proposal	Budget	Cost Sharing	Compliance	Award	Award Modifications	Notes

Title: [_____] ▲▼

Submit Date: [____▼]   Re-Submit Date: [____▼]   **Start Date:** [____▼]   **End Date:** [____▼]

Sponsor: [__▼] [_____]   Sponsor Ref: [_____]

Sponsor Type: [__▼] [_____]   RFP: [_____]   Solicited: ☐

Purpose: [__▼] [_____]   Amount Requested: [_____]

Flow-Through ID(s): [__▼] [__▼]   New/Continuing: [__▼]   Prior Award: [_____]   Year: [____]

Contacts   Approvals

Type	ID	Name	Phone
[__▼]	[____...]	[_____]	[_____]
[__▼]	[____...]	[_____]	[_____]
[__▼]	[____...]	[_____]	[_____]

Proposal Tab

The Proposal tab is used in the Proposal / Project Process to describe the demographic data that is associated with a specific proposal and project identifier. It contains the Contacts and Approvals tabs.

Proposal	Budget	Cost Sharing	Compliance	Award	Award Modifications	Notes

Title:

Submit Date:	Re-Submit Date:	**Start Date:**	**End Date:**

Sponsor: Sponsor Ref:

Sponsor Type: RFP: Solicited: ☐

Purpose: Amount Requested: 0.00

Flow-Through ID(s):   New/Continuing: Prior Award: Year:

Contacts   Approvals

Type	ID	Name	Phone
	...		
	...		
	...		

Proposal/Contacts Tab

Use the Contacts tab to enter and maintain the contact information associated with this proposal. The Grant Contact tab is utilized for tracking the various individuals involved in a particular grant. By tracking such activity, CDD reports may be developed to generate various performance data. This screen is optional and only used when you wish to track grant participation activity. This screen is to be typically completed by the grantee department and is for tracking purposes only. This does not automatically create any type of transactions in the General Ledger or any other subsystem.

Proposal/Approvals Tab

This tab is used to add and maintain approval information.

Budget Tab

Proposal	Budget	Cost Sharing	Compliance	Award	Award Modifications	Notes

Proposed GM Budget Version: [ ] ▼   **Fiscal Year:** 2008 ▼   **Object Code:** GL ▼ OBJ OB ▼ ...

Final Budget: [ ]   Override Object Description: [ ]   Object Description: [ ]

Funding Agency: [0.00]   Cash Match: [0.00]   Budgeted Amount: [0.00]

Total Funding Agency: [0.00]   Total Cash Match: [0.00]   Total Budgeted Amount: [0.00]

Justification Detail	Justification Notes	Budget Approval

Description 1: [ ]   Amount 1: [0.00]

Description 2: [ ]   Amount 2: [0.00]

Description 3: [ ]   Amount 3: [0.00]

Description 4: [ ]   Amount 4: [0.00]

Description 5: [ ]   Amount 5: [0.00]

Total Justification: [0.00]

Budget/Justification Detail Tab

Justification Detail	Justification Notes	Budget Approval

Description 1: [ ]   Amount 1: [0.00]

Description 2: [ ]   Amount 2: [0.00]

Description 3: [ ]   Amount 3: [0.00]

Description 4: [ ]   Amount 4: [0.00]

Description 5: [ ]   Amount 5: [0.00]

Total Justification: [0.00]

Budget/Justification Notes

Justification Detail	Justification Notes	Budget Approval

Budget/Budget Approval

Justification Detail	Justification Notes	Budget Approval

GL Budget version to send to: [▼]   Budget Status: [   ]

	ID	Status	Date
Approval Level One:	[ ]	[▼]	[▼]
Approval Level Two:	[ ]	[▼]	[▼]

Cost Sharing Tab

The Cost Sharing Tab is utilized for tracking such transactions as in-kind revenues, contributions, fines, and waived fees. By tracking such activity, CDD reports may be developed to generate various performance data. This screen is optional and only used when you wish to track cost share activity. This screen is to be typically completed by the grantee department and is for tracking purposes only. This does not automatically create any type of transactions in the General Ledger or any other subsystem.
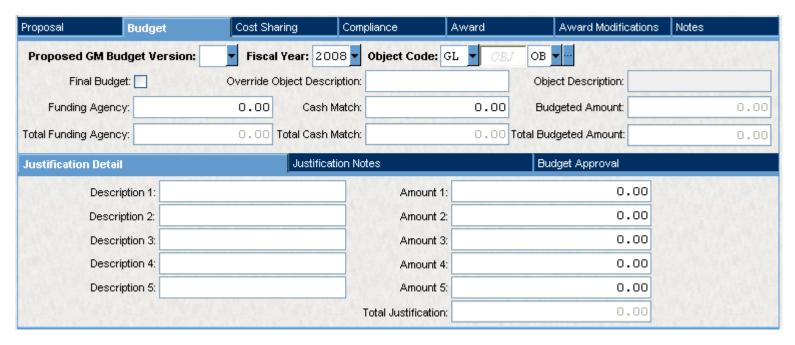
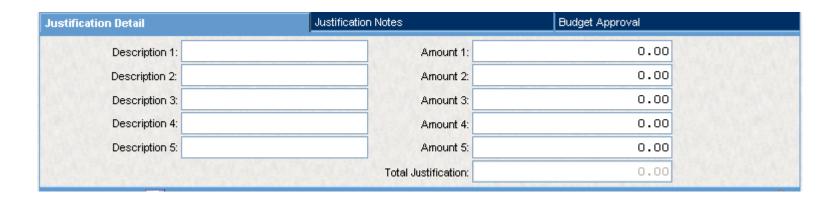| Proposal	Budget	Cost Sharing	Compliance	Award	Award Modifications	Notes

Share	Share Description	Amount Required	Amount Received	

Total Amount Required: [   ]   Total Amount Received: [   ]

Compliance Tab

The Compliance Parameters tab is utilized for tracking research grant compliance. By tracking such activity, CDD reports may be developed to generate various performance d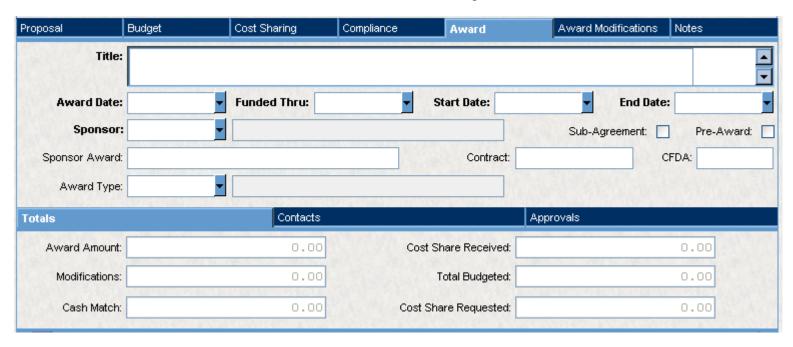ata and distributed to the appropriate entities. This screen is optional and only used when you wish to track this type of compliance activity.

Award Tab

The Award tab is used to track the detailed award information for each grant.   It contains three tabs: Totals, Contacts, and Approvals.

Proposal	Budget	Cost Sharing	Compliance	**Award**	Award Modifications	Notes

Title:

Award Date: **Funded Thru:** **Start Date:** **End Date:**

Sponsor: Sub-Agreement: ☐   Pre-Award: ☐

Sponsor Award: Contract: CFDA:

Award Type:

Totals	Contacts	Approvals
Award Amount: 0.00	Cost Share Received: 0.00	
Modifications: 0.00	Total Budgeted: 0.00	
Cash Match: 0.00	Cost Share Requested: 0.00	

Award/Totals Tab

Totals	Contacts	Approvals
Award Amount: 0.00	Cost Share Received: 0.00	
Modifications: 0.00	Total Budgeted: 0.00	
Cash Match: 0.00	Cost Share Requested: 0.00	

Award/Contacts

Totals	Contacts	Approvals

Type	ID	Name	Phone
▼	...		
▼	...		
▼	...		

Award/Approvals

Totals	Contacts	**Approvals**

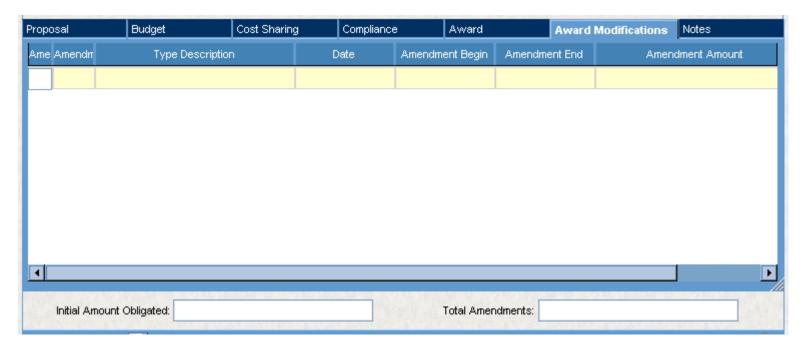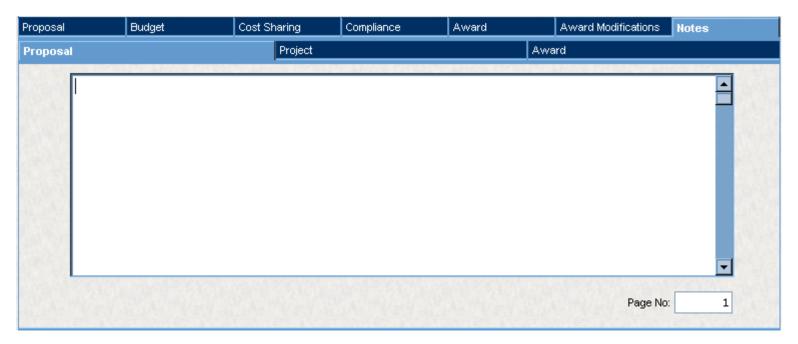| Type	By	Date
▼		▼
▼		▼

Award/Award Modifications

Monetary and time amendments may be entered on the Award Modifications tab. This tab is optional and only used when you wish to track modification activity. This screen is to be typically completed by the grantee departments and is used for tracking purposes only. This screen does not automatically create any type of transactions in other IFAS subsystems.

| Proposal | Budget | Cost Sharing | Compliance | Award | **Award Modifications** | Notes |

Ame	Amendm	Type Description	Date	Amendment Begin	Amendment End	Amendment Amount

Initial Amount Obligated: [   ]   Total Amendments: [   ]
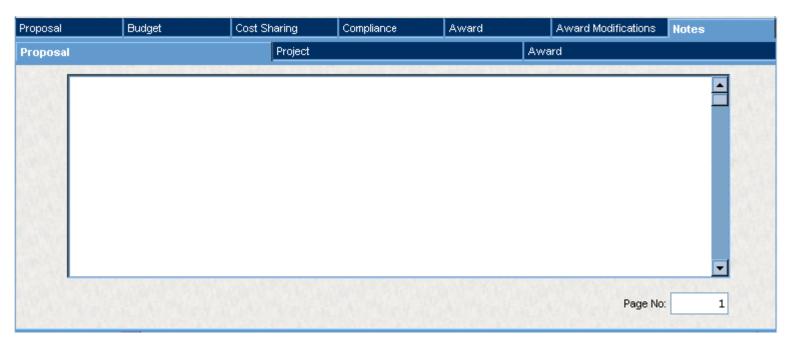
Award/Notes

The Award Notes tabs give you the ability to record additional award-related information.

Proposal	Budget	Cost Sharing	Compliance	Award	Award Modifications	Notes

Proposal	Project	Award

Page No: [1]

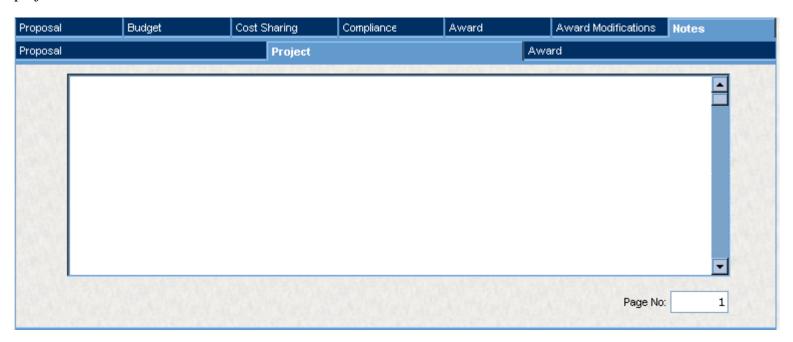**Award/Notes/Proposal**

The Award Notes Proposal Tab enables the user to record additional text describing the proposal and project.

Proposal	Budget	Cost Sharing	Compliance	Award	Award Modifications	Notes

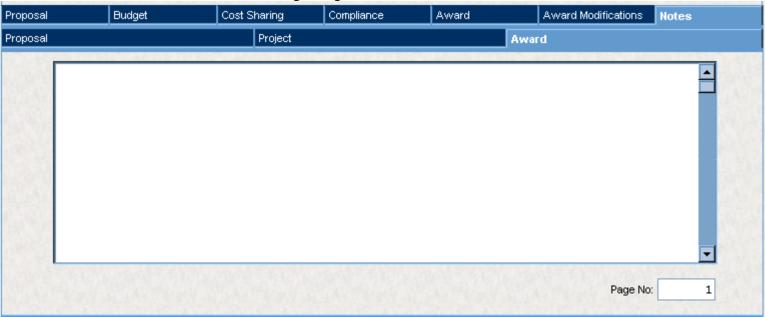| Proposal	Project	Award

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Awards/Notes/Project

This tab is used to store additional notes regarding the project. The Project tab is often reserved for expressing the administrative details of the project.
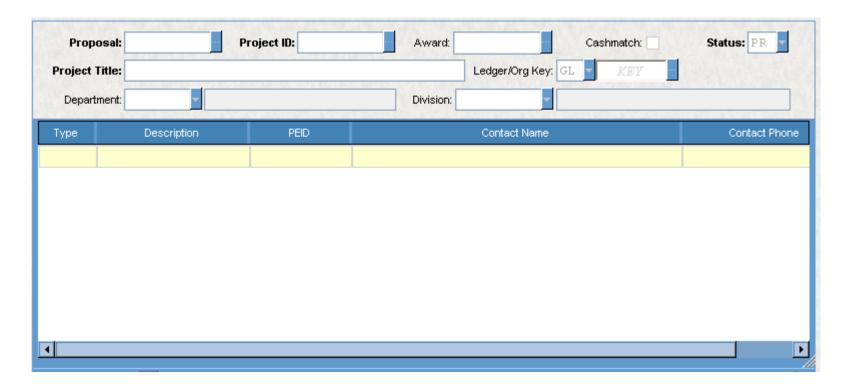
| Proposal | Budget | Cost Sharing | Compliance | Award | Award Modifications | Notes |

| Proposal | | Project | | Award | |

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Award/Notes/Award

This screen is used to store additional notes regarding the award.
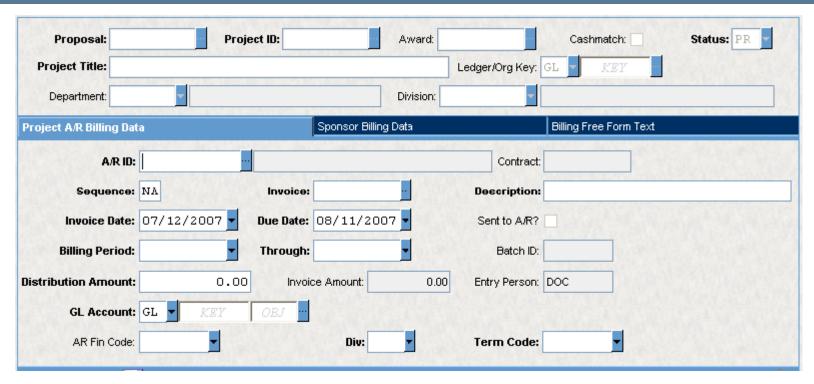

4.1.2 Grant Management Contacts (GMUPCT)

The Grant Contacts screen is utilized for tracking the various individuals involved in a particular grant. By tracking such activity, CDD reports may be developed to generate various performance data. This screen is optional and only used when you wish to track grant participation activity. This screen is to be typically completed by the grantee department and is for tracking purposes only. This does not automatically create any type of transactions in the General Ledger or any other subsystem.

Type	Description	PEID	Contact Name	Contact Phone

4.2 Processing
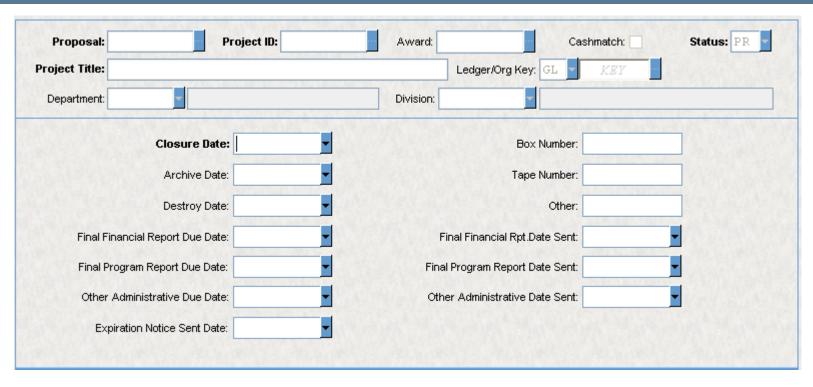
4.2.1 Grant Billings (GMUPBL)

The Grant Management Billing screen contains three tabs for entering and tracking billing: Project A/R Billing Data, Sponsor Billing Date, and Billing Free form text.

| Proposal: | ... | Project ID: | ... | Award: | ... | Cashmatch: ☐ | Status: PR ▼ |

Project Title: [ ] Ledger/Org Key: GL ▼ KEY ...

Department: [ ] ▼ [ ] Division: [ ] ▼ [ ]

| Project A/R Billing Data | Sponsor Billing Data | Billing Free Form Text |

A/R ID: [ ] ... [ ] Contract: [ ]

Sequence: NA Invoice: [ ] .. Description: [ ]

Invoice Date: 07/12/2007 ▼ Due Date: 08/11/2007 ▼ Sent to A/R? ☐

Billing Period: [ ] ▼ Through: [ ] ▼ Batch ID: [ ]

Distribution Amount: 0.00 Invoice Amount: 0.00 Entry Person: DOC

GL Account: GL ▼ KEY OBJ ...

AR Fin Code: [ ] ▼ Div: [ ] ▼ Term Code: [ ] ▼

4.2.2 Grant Closure Process

Project Closure Information (GMUPCL)

The final process in the grant life cycle is the Grant Closure Process. What this process represents is the expiration of a grant. When a grant terminates, two primary activities will take place within the Standard Grant Management Module. The first activity is to change the status of the grant, and the second is to designate the final reporting obligations.

4.3 Utilities

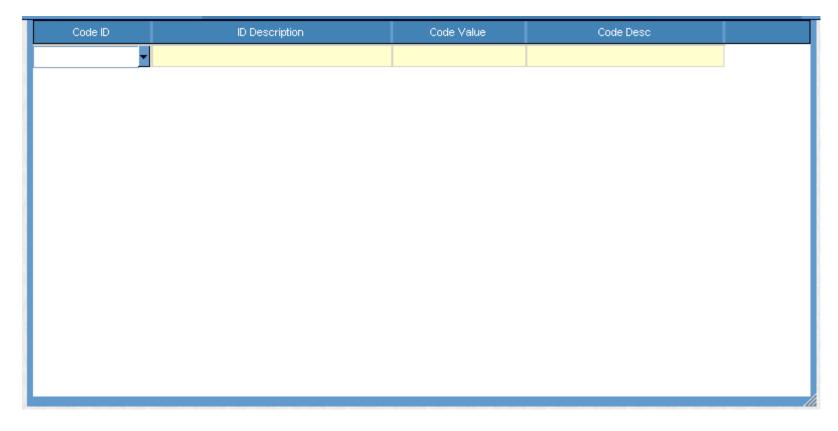## 4.3.1 Grant Management Coded Tables

The following screens represent the default code tables associated with the Grants Management Module. These tables must be setup prior to using the Grant Management application. Coded values that do not exist within these screens are defined in _CODES, The General Ledger Subsystem, Person Entity (PEUPPE), or Accounts Receivable (ARUPCD).

Please note: During the configuration process you may determine a need to establish validation elsewhere. Since setup may vary from site to site, please do not become concerned if your setup varies slightly.

Grant Management Codes (GMUPCD)

The Codes screen is used to add to the default code tables associated with the Grants Management Module. These tables must be setup prior to using the Grant Management application. Coded values that do not exist within these screens are defined in _CODES, The General Ledger Subsystem, Person Entity (PEUPPE), or Accounts Receivable (ARUPCD).

Please note: During the configuration process you may determine a need to establish validation elsewhere. Since setup may vary from site to site, please do not become concerned if your setup varies slightly.

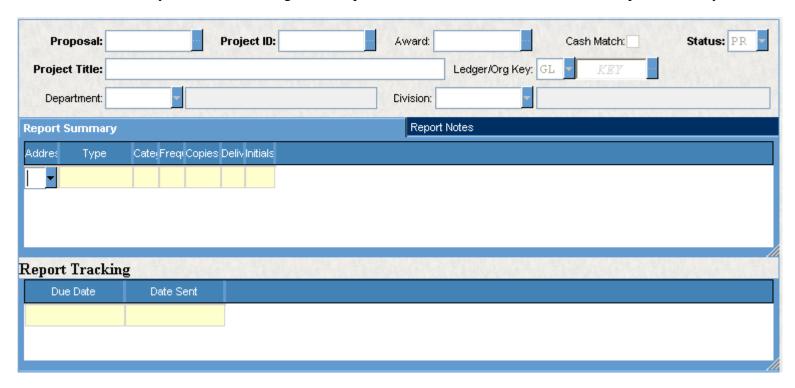| Code ID	ID Description	Code Value	Code Desc	

4.4 Reports

4.4.1 Report Designation Process

The next process in our grant life cycle is the Report Designation Process. In this process, users have the capability of defining the reporting obligations that are associated with a grant. Once the necessary reports have been defined, due dates and sent dates can be tracked.
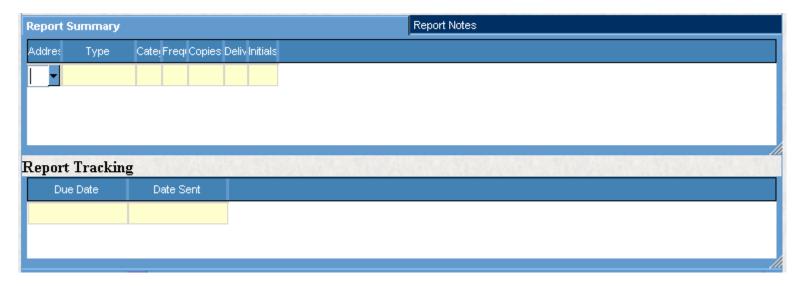
Grant Management Billing Reports

The GM Reports screen tracks the due dates and submit dates of the reports that have been defined. Again, the data from this screen may be used in conjunction with Bi-Tech's Click, Drag, and Drill report writing tool to generate "Tickler" reports in order to identify report due dates and distribution history. The Grant Management Reports screen includes two tabs. One for Report Summary and the other for Report Notes.
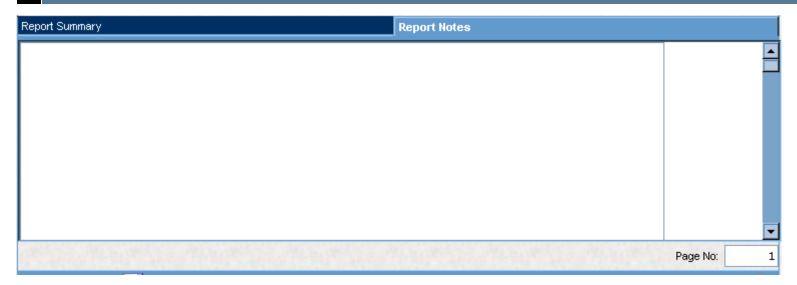
5 Report Summary Tab

The Report Summary tab is used to establish information for reporting purposes. It allows the user to specify which reports are required, the frequency, number of copies, and when they are initially due.

Report Notes Tab

The Reporting Notes screen allows the user to enter any notes concerning reports that are either required or printed to support the grant module.

Report Summary | Report Notes

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6 Troubleshooting

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7 Advanced/Special Configuration

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8 Module Integration

8.1 Posting

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Under Construction

8.3 Interfaces

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9.3 Agendas

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10 FAQ

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