State of Oklahoma
COR433

Grants - Grant Inquiry and Reporting Manual

Office of Management & Enterprise Services

OKLAHOMA

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Document History

Document Revision	Date	Description
1.0	06/01/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	12/19/2024	Upgrade Update

The content of this training manual is based largely on a generic system configuration and illustrates the base-line functionality required to execute transactions in the module. Your agency may be utilizing more or less of the functionality illustrated in this manual. This manual is intended to be a framework upon which agencies can add agency-specific training content that speaks specifically to the system functionality that they have deployed and related configuration that they use for transaction processing. Agencies should not depend on these manuals for end-user training or problem resolution until they have been reviewed by the agency for appropriateness.

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Grant Inquiry and Reporting

The Grants module provides functionality to support both pre- and post-award grant administration and management. Once grant proposals have been created and awarded, the system provides online inquiry pages, delivered reports and custom queries.

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Key Terms

Grants Business Unit: Each agency has one, and only one, grants management business unit. The business unit is the three (3) digit agency code, plus 00. For example, Office Management and Enterprise Services is 09000.

Grant Proposal: The proposal represents the intent and request for grant funding from the state agency. State agencies create grant proposals that identify resources, projects, budgets, etc., that will be integral in the utilization of the funding request.

Grant Award: Once the proposal has been negotiated and approved by the sponsoring entity, the award represents the final agreement between the sponsor and the state agency for receipt and expenditure of funds.

Grant Professionals: Agency personnel responsible for administration of grant proposal.

Sponsors: The Sponsor represents the grant funding source. Generally, this is the federal agency through which federal grant funds are received.

Subrecipients: Subrecipients are entities or individuals that receive grant funding from the primary grantee within the parameters of a grant.

Project ID: Agency program or initiative funded by grant dollars (a.k.a. set aside).

Institution: State agency applying for grant funding and managing the grant funded projects.

Project Manager and Team: Agency personnel working on grant-funded project.

Grant Contract Definition: The contract defines funding sponsor and draw parameters for reimbursement. Also, defines reimbursable product, accounting and grant-funded project relationships.
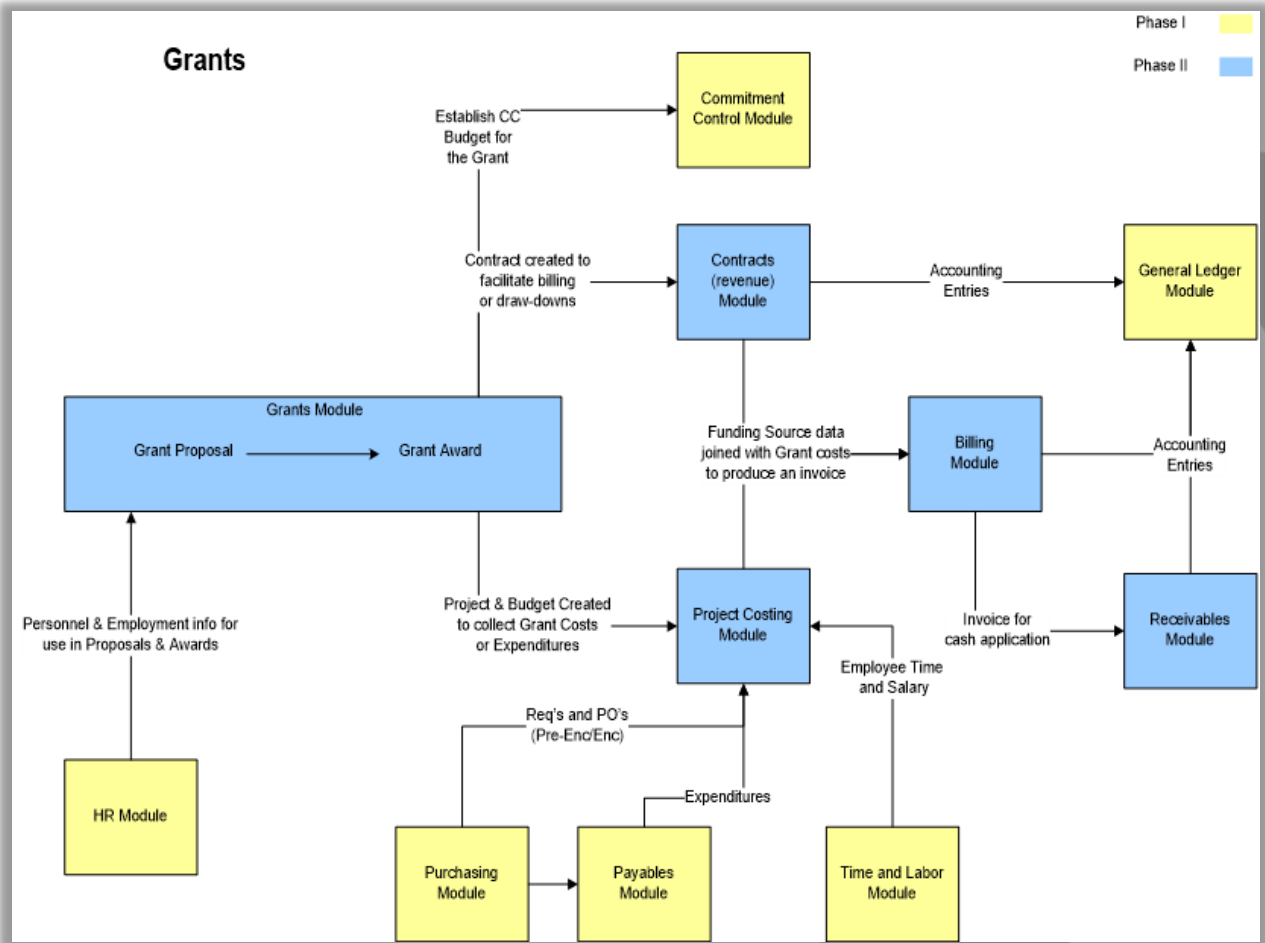
Facilities and Administration (F&A): The term F&A equates to indirect cost calculation for state agencies. This includes budgeting, calculating, and accounting for indirect costs.

Letter of Credit Number: The Letter of Credit ID is a sponsor-specific number used to track grant draws throughout the system.
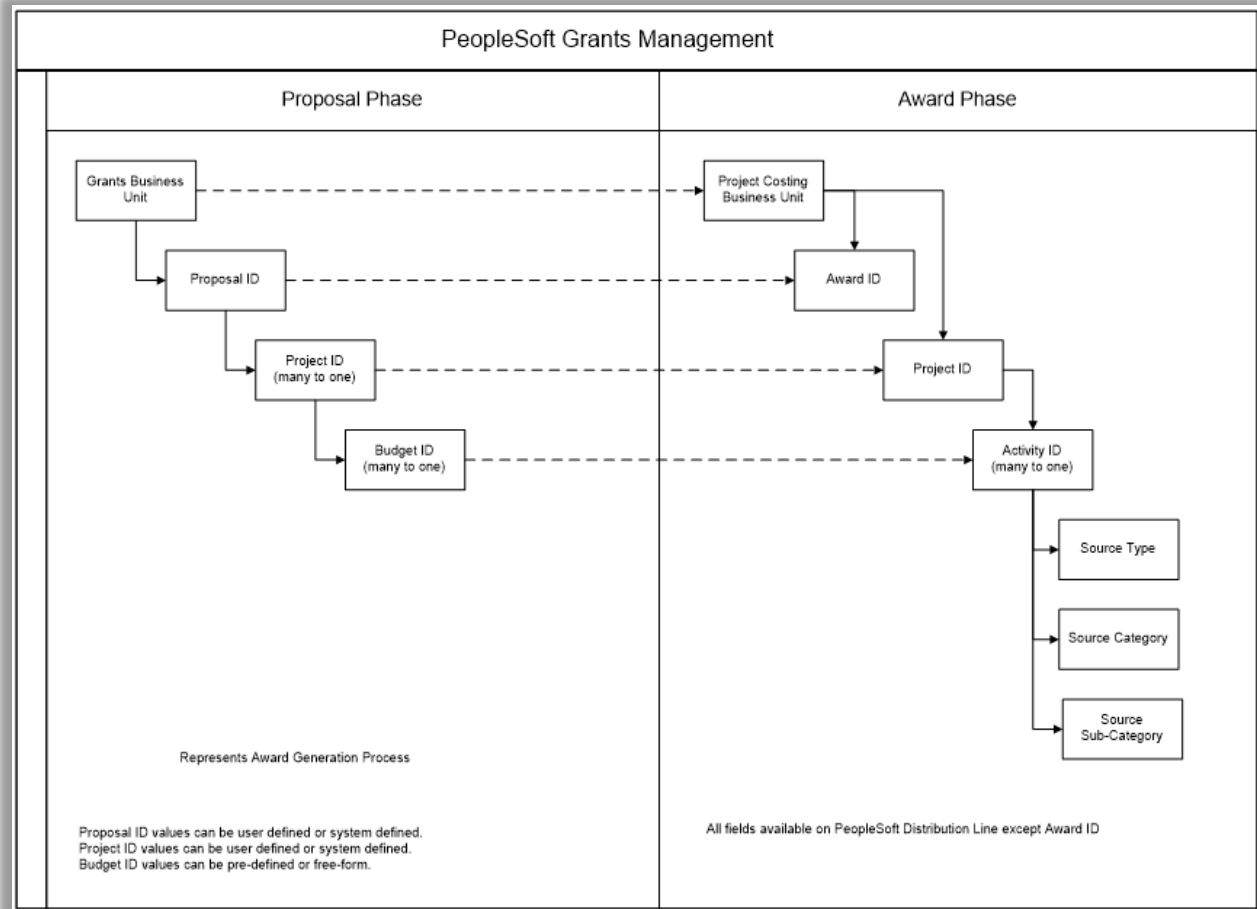
Letter of Credit Document ID: The Letter of Credit Doc ID is a grant project-specific number, entered on the grant contract line, used to track grant draws throughout the system.
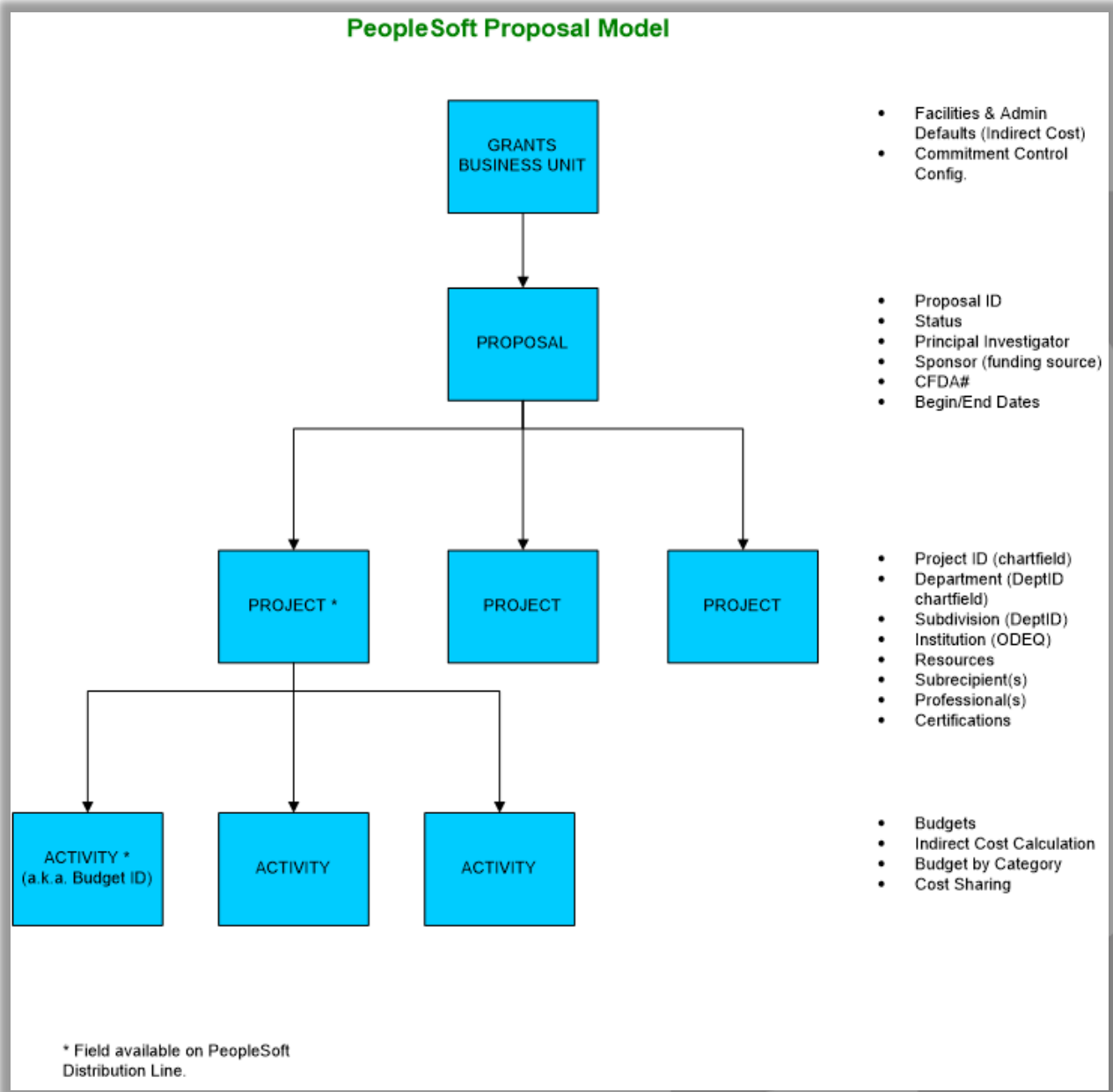
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Process Flows

Diagram 1: Grants Module Integration

PeopleSoft Grants Management

Proposal Phase	Award Phase

Grants Business Unit → Proposal ID → Project ID (many to one) → Budget ID (many to one)

Project Costing Business Unit → Award ID → Project ID → Activity ID (many to one) → Source Type, Source Category, Source Sub-Category

Represents Award Generation Process

Proposal ID values can be user defined or system defined.
Project ID values can be user defined or system defined.
Budget ID values can be pre-defined or free-form.

All fields available on PeopleSoft Distribution Line except Award ID

Diagram 2: Grants Chartfield Flow

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PeopleSoft Proposal Model

GRANTS BUSINESS UNIT
- Facilities & Admin Defaults (Indirect Cost)
- Commitment Control Config.

PROPOSAL
- Proposal ID
- Status
- Principal Investigator
- Sponsor (funding source)
- CFDA#
- Begin/End Dates

PROJECT * **PROJECT** **PROJECT**
- Project ID (chartfield)
- Department (DeptID chartfield)
- Subdivision (DeptID)
- Institution (ODEQ)
- Resources
- Subrecipient(s)
- Professional(s)
- Certifications

ACTIVITY * (a.k.a. Budget ID) **ACTIVITY** **ACTIVITY**
- Budgets
- Indirect Cost Calculation
- Budget by Category
- Cost Sharing

* Field available on PeopleSoft Distribution Line.

Diagram 3: Grants Proposal Model

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Grant Inquiry

Proposal Audit Logs

Navigation: Grants > Proposals > Review Proposal Audit Logs > Find an Existing Value

Proposal Audit Logs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Business Unit	= ∨	29200 🔍
Proposal ID	begins with ∨	FS98681423 🔍
Version ID	begins with ∨	
Short Title	begins with ∨	
Opportunity Number	begins with ∨	
Competition ID	begins with ∨	
Date From	= ∨	📅
Date To	= ∨	📅
Create from Get Opportunity	☐	
CFDA	begins with ∨	🔍

☐ Case Sensitive

Search	Clear	Basic Search 🖾 Save Search Criteria

Use the **Search Criteria** to retrieve the Proposal.

Business Unit – The Agency in which the Proposal is created.

Proposal – The Grant Proposal ID.

Click the **Search** button to enter the Proposal Logs.

Header Tab

The **Proposal Log Header Tab** displays the history of the Grant Proposal Header. Header changes reflect global changes made to the Proposal.

User – Displays the User who made the Proposal Header change.

Action – Indicates what was done to the Proposal. Values could be *Add*, *Delete* or *Change*.

Date/Time – Indicates when the change was made.

Click the **Projects Tab** to view the history of the Grant Proposal Project.

Projects Tab

The **Projects Tab** displays the history of Grant Project changes.

Project – Displays the Project ID from the Proposal that was altered.

Primary – Indicates whether or not the change was made to a Primary project.

Project Budget Inquiry

Navigation: Grants > Awards > Project Budget Inquiry > Find an Existing Value

Project Budget Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

*Business Unit   =   29200

Project   begins with   292023924

Budget Plan ID   =

Budget Type   =

Description   begins with

☐ Case Sensitive

[Search]   [Clear]   Basic Search   Save Search Criteria

Use the **Search Criteria** to retrieve the Award Project.

Business Unit – The Agency in which the Grant Award Project is stored. This is the Project Costing Business Unit value.

Project – The Project ID for the Grant Award.

Click the **Search** button to enter the Project Award.

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Budget Inquiry Page

Budget Inquiry

Business Unit	29200		Project	292023924	DWSRF- Admin

Budget Period

Budget Period	1	Currency	USD

Details

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| Budget Lines | GL Info | &Posted, FA, C/S Info |

Budget Item	Activity	An Type	Transaction ID	BU Amount
PERS	550	BUD	326639041	$28,277.00
FRINGE	550	BUD	326639042	$11,907.00
TRAVEL	550	BUD	326639043	$3,964.00
SUPPLIES	550	BUD	326639044	$3,590.00
CONTRACTUAL	550	BUD	326639045	$223,500.00
OTHER	550	BUD	326639046	$4,000.00
FACADM	550	BUD	326639047	$11,842.00

Sponsor Direct	275,238.00	Sponsor FA	11,842.00
Institution C/S	0.00		
		Total Sponsor Budget	287,080.00

[Return to Search] [Notify]

The **Budget Inquiry page** displays the details of the Budget for the Grant Award.

The **Budget Lines Tab** displays the details and amounts for each Budget Line.

Sponsor FA – For Grants using Cost Sharing, this field displays the Sponsor share of the Grant costs.

Review Award Notifications

Navigation: Grants > Awards > Review Award Modifications > Find an Existing Value

Award Modifications

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value |

▼ Search Criteria

Business Unit	= ▾	29200 🔍
Award ID	begins with ▾	
Project	begins with ▾	🔍
Description	begins with ▾	
PI ID	begins with ▾	
Proposal ID	begins with ▾	
Reference Award Number	begins with ▾	

☐ Case Sensitive

[Search]　[Clear]　Basic Search　🗗 Save Search Criteria

Use the **Search Criteria** to retrieve the Award Project.

Business Unit – The Agency in which the Grant Award is stored.

Award – Select the Award-by-Award number.

Project – The Project ID for the Grant Award.

Click the **Search** button to enter the Project Award

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Award Modification Inquiry Page

Review Award Modifications

Business Unit 29200	Award FS98681423 FY24 Drinking Water State Revolving Fund (DWSRF)
Reference Award Number	Currency USD

Award Reference

1-1 of 4 | View All

Reference Award Number	Period	Issue Date	Begin Date	End Date	Amount	Short Desc	Comment
	1		07/01/2023	06/30/2024	2,224,870.00		Comment

Total Award Amount 2,224,870.00

The **Award Modification Inquiry** page displays the history of any Award Modifications.

Use the **<u>Comment</u>** button to view any stored comments with the award modification.

Award Inventory

Navigation: Grants > Interactive Reports > Award Inventory Report

The **Award Inventory** page allows the user to search for Grant Awards using the Search Criteria section.

Sponsor ID – Select a Sponsor ID to retrieve all Grant Awards for a particular Sponsor ID.

Award PI ID – Populate with a Professional ID to retrieve all Awards that have a particular Professional.

Award Status – Retrieve all Grant Awards in a particular Status.

Click the **Search** button to view all Awards matching the Search Criteria.

Project Forecast

Navigation: Grants > Interactive Reports > Project Forecast Report

Project Forecast Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

*Business Unit = ⌄ 29200 🔍

Project begins with ⌄ _____ 🔍

Search Clear Basic Search 🗗 Save Search Criteria

Use the **Search Criteria** to retrieve the Award Project.

Business Unit – The Agency in which the Grant Award is stored.

Project – The Project ID for the Grant Award.

Click the **Search** button to enter the Project Award

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Project Forecast Report Tab

The **Project Forecast Report Tab** uses Lookup Dates to retrieve Budgeted and Actual Costs for a Grant Project.

Cost Sharing/Non-Cost Sharing – Choose the appropriate radio button to view Cost Sharing or Non-Cost Sharing values.

NOTE: These radio buttons apply to the Grant Cost Sharing model configured in the Grant Proposal.

Award Begin/End Dates – Populate these date fields to retrieve all costs within this date range.

Extract Begin/End Dates – Use these dates to define which transactions for the Grant Project will be retrieved.

Click the **Retrieve** button to select all transactions matching the Search Criteria.

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The **Project Forecast Info** **Tab** displays by Account, Budget, Actuals (expended), Encumbered, and Pre-encumbered amounts for the Grant Project.

NOTE: The Grant Project amounts displayed on this page are grouped by Account value. This means that the Account value used when the Grant Budget is 'Finalized' must match the Account Values that are used when recording Expenditures (actual, encumbered, and pre-encumbered).

Click the **More Forecast Info** **Tab**.

Details

	Account	Unobligated Balance	Average Monthly Burn Rate	Remaining Months	Total Forecast	Uncommited Balance	Uncommited Percentage	
1	511000	28,277.00		0	0.00	28277.00	100.00	
2	511110	-24,838.48	510.38	0	0.00	-24838.48	0.00	

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The **More Forecast Info** **Tab** displays by Account, the remaining balance and projections for future expenditures based on previous history.

Unobligated Balance – Displays Budgeted less Expended costs.

Average Monthly Burn Rate – This field is a projection of monthly expenditures based on historical expenditures.

Total Forecast – Displays the projected expenditures for the entire Grant Period based on history of expenditures.

Project Variance Report

Navigation: Grants > Interactive Reports > Project Variance

Project Variance Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Business Unit [= ▾] [29200   🔍]

Project [begins with ▾] [🔍]

[Search] [Clear] Basic Search 📑 Save Search Criteria

Use the **Search Criteria** to retrieve the Award Project.

Business Unit – The Agency in which the Grant Award is stored.

Click the **Search** button to enter the Project Award

Select the desired **Project ID** link.

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Project Variance Report

Project Variance Report

| Business Unit | 29200 | Project | 292023924 | Currency | USD |

Lookup Analysis Group

○ Cost Sharing   ◉ Non Cost Sharing

Lookup Dates

From Date 06/01/2024   To Date 06/30/2024

Retrieve

Details

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Project Variance Info | More Variance Info

	Account	Account Description	Budget	Actuals	Encumbered	Pre Encumbered
1	511110	Sals-Regular Pay	0.00	6,718.67	0.00	0.00

Save | Return to Search | Notify

Cost Sharing/Non-Cost Sharing – Choose the appropriate radio button to view Cost Sharing or Non-Cost Sharing values.

NOTE: These radio buttons apply to the Grant Cost Sharing model configured in the Grant Proposal.

From/To Dates – Define a date range from which to retrieve Grant Project transactions.

Click the **Retrieve** button to select all transactions matching the Search Criteria.

NOTE: The Grant Project amounts displayed on this page are grouped by Account value. This means that the Account value used when the Grant Budget is 'Finalized' must match the Account Values that are used when recording Expenditures (actual, encumbered, and pre-encumbered).

Click the **More Variance Info Tab** to view balance information for the Grant Project.

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Proposal Inventory

Navigation: Grants > Interactive Reports > Proposal Inventory

Use the **Proposal Inventory page** allows the user to search for Grant Proposals using Search Criteria.

Business Unit – **Select** an agency business unit.

Sponsor ID – Retrieve all Proposals for a Sponsor.

Proposal Status – Retrieve all Grant Proposals in a particular Status.

Click the **Search** button to select all Proposals matching the Search Criteria.