

# Grant Tracking Award Page

- Grant awards are entered by Vendor ID.
- Business Unit level security exists in the database, restricting a user's access. Grant awards issued by other business units will not be visible.
- The default view is of grants in an "active" status. This view can be changed by the user by selecting Inactive or Both from the drop-down and clicking Search.
- Award entry must indicate if a grant award contains Performance Measures
- Funding source(s) must be identified. When a grant award contains Federal funds, additional information is required, including the vendor's fiscal year ending month, the CFDA number and if the award is subject to Federal subrecipient monitoring regulations.

**Default view is of Active grants**

**Enter only if grantee has federal grants**

**Indicate if grant has performance measures**

**All fields required except Comments**

**For Federal funds only (F-Fund)**

**Fund Type:** Enter the appropriate fund type from the drop-down menu:

- F-Fund = Federal Fund
- G-Fund = General Fund
- GC-Fund = Global Commitment
- S-Fund = Special Fund
- Other = All other types of funds. If "Other" is selected, a brief description must be entered.

Use +/- to insert multiple award rows. An unlimited combination of fund types is allowed.

**CFDA#** is required for all federal grants.

**A-133** should be de-selected for the following only: 1) Federal Grant to another State department and 2) Federal grant not meeting subrecipient definition of A-133. A warning message will display if this field is deselected.