

# Grants and Projects Checklist & Process Steps Guide

**Purpose:** Use this document as a reference to assist in the standard or end-to-end processes in chronological order for a specific Finance Module.

**Audience:** Finance/Grant Fiscal Staff

The following spreadsheet below provides the standard key processes of Grants, such as: Cost Reimbursable and Fixed Price Grants, Capital Projects, Queries and Roles.

[Grants Checklist and Process Steps Guide](#)

**Or for better accessibility, use the following drop-down checklist style for the Grants and Projects Checklist & Process Steps Guide:**

## Cost Reimbursable Grants

**To view inserted information, select the down facing arrow on the right of the checklist title.**

### ☐ 1. Create the proposal

Set up basic information for the grant - name, description, activities, sponsor, grant PI, dates, location, etc.

#### Related QRG(s)

- [Reimbursable Grant End-to-End Process](#)
- [See section Create the Proposal](#)

### ☐ 2. Enter proposal budget

Set up initial budget for the grant.

#### Related QRG(s)

- [Reimbursable Grant End-to-End Process](#)
- See section Enter the Proposed Budget

### ☐ 3. Submit the proposal (submit the proposal in ctcLink)

#### Related QRG(s)

- [Reimbursable Grant End-to-End Process](#)
- See section Submit the Proposal

### ☐ 4. Generate the award (generate the award in ctcLink)

#### Related QRG(s)

- [Reimbursable Grant End-to-End Process](#)
- See section Generate the Award

### ☐ 5. Grant terms

Identify the grant terms, such as cost-reimbursable.

#### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- See section Grant Terms

### ☐ 6. Project type

Identify the project type for each project associated with the grant.

#### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- See section Project Type

### ☐ 7. Finalize the budget

Finalize the budget for the grant. Add complete chart string information.

#### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Finalizing the Budget](#)

### ☐ 8. Set up the cost reimbursable contract

Set up and activate the customer contract associated with the grant. Customer contracts manage billing parameters for the grant.

#### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Activating a Cost Reimbursable Contract](#)

### ☐ 9. Activate the award (activate the contract)

#### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Activate Award](#)

### ☐ 10. Share chart strings

College shares chart string information with applicable staff, which may include business office staff, purchasing staff, staff who will charge travel to the grant, staff supporting those overseeing the grant, etc.

### ☐ 11. Spending occurs

Colleges spends money as needed for the project.

Spending occurs in other modules such as Accounts Payable and may require Purchase Orders. Collaborate with other college staff as needed.

### ☐ 12. Monitor budget and expenses

College monitors expenses and budget. This can be done in the commitment control (KK) module or via various queries and reports, such as **QFS\_PC\_PROJ\_RESOURCE** or **BFS\_KK\_GRANT**.

Grant Billing (bill grant as often as required per grantor requirements)

### ☐ **13. Gather billing data**

Run queries to gather billable data.

#### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Run the Billing Query and Review Billable Lines](#)

### ☐ **14. Run over the limit query**

Run the Over the Limit (OLT) query. OLT rows are transactions that exceed the maximum value of the customer contract and are not billable.

#### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Run the Over the Limit Query and Review OLT rows](#)

### ☐ **15. Release OLT rows**

If there are OLT transactions, amend the customer contract and release the OLT rows as necessary so the rows will get picked up as billable data.

#### Related QRG(s)

- [OLT Rows \(Over the Limit\)](#)

### ☐ **16. Run contracts to billing interface**

Run the Contracts to Billing Interface process. This prepares the billing data to move from the customer contracts module to the billing module.

#### Related QRG(s)

- [Reimbursable Grant End-to-End Process](#)
- [See section Run the Contracts to Billing Interface](#)

## ☐ 17. Execute billing interface process

Executed the Billing Interface process. This moves the billing data from the customer contracts module into the billing module.

### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Execute Billing Interface Process](#)

## ☐ 18. Review billing worksheet

Review the billing worksheet to ensure all desired billing data is captured and is accurate.

### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Review Billing Worksheet](#)

## ☐ 19. Generate invoice

In the billing module, generate the invoice via the Single Action invoice process.

### Related QRG(s)

- [Reimbursable Grant End-to-End](#)
- [See section Generate Invoice](#)

## ☐ 20. Modify budget (if necessary)

If necessary, college modifies grant budget. Budget modifications are needed if the college needs to move money between budget items (equipment, goods, salaries, benefits, etc.) or if the total budget needs to be increased or decreased.

#### Related QRG(s)

- [Modifying an Award Project Budget](#)

## ☐ 21. Close project

After the grant has been completed and all accounting transactions have processed, close the project(s).

#### Related QRG(s)

- [Closing a Grant/Project/Contract](#)

If the project was closed before all accounting transactions were completed, the project may be reopened.

**END**

## Fixed Price Grants

**To view inserted information, select the down facing arrow on the right of the checklist title.**

The following are major process steps and include the most common QRGs. For assistance with additional situations, view all project QRGs or submit a service desk ticket for assistance.

#### Related QRG(s)

- [All Grant QRGs](#)
- [How to Submit a ctclink Support Ticket](#)

## ☐ 1. Create the proposal

Set up basic information for the grant - name, description, activities, sponsor, grant PI, dates, location, etc.

Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Create a Proposal](#)

☐ **2. Enter proposal budget (set up initial budget for the grant)**

Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Enter the Proposed Budget](#)

☐ **3. Submit the proposal (submit the proposal in ctcLink)**

Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Submit a Proposal](#)

☐ **4. Generate the award (generate the award in ctcLink)**

Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Generate an Award](#)

☐ **5. Grant terms**

Identify the grant terms, such as cost-reimbursable.

Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)

- [See section Grant Terms](#)

## ☐ 6. Project type

Identify the project type for each project associated with the grant.

### Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Project Type](#)

## ☐ 7. Finalize the budget

Finalize the budget for the grant. Add complete chart string information.

### Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Finalizing the Budget](#)

## ☐ 8. Set up the fixed price contract

Set up and activate the customer contract associated with the grant. Customer contracts manage billing parameters for the grant.

### Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Activating a Fixed Price Contract](#)

## ☐ 9. Activate the award (activate the contract)

### Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Activate Award](#)



## ☐ 10. Share chart strings

College shares chart string information with applicable staff, which may include business office staff, purchasing staff, staff who will charge travel to the grant, staff supporting those overseeing the grant, etc.

## ☐ 11. Spending occurs

Colleges spends money as needed for the project.

Spending occurs in other modules such as Accounts Payable and may require Purchase Orders. Collaborate with other college staff as needed.

## ☐ 12. Monitor budget and expenses

College monitors expenses and budget. This can be done in the commitment control (KK) module or via various queries and reports, such as **QFS\_PC\_PROJ\_RESOURCE** or **BFS\_KK\_GRANT**.

# Grant Billing (bill grant as often as the grantor requires)

## ☐ 13. Run contracts to billing interface

Run the Contracts to Billing Interface process. This prepares the billing data to move from the customer contracts module to the billing module.

### Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Run the Contracts to Billing Interface](#)

## ☐ 14. Execute billing interface process

Executed the Billing Interface process. This moves the billing data from the customer contracts module into the billing module.

### Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Execute Billing Interface Process](#)

## ☐ 15. Review billing worksheet

Review the billing worksheet to ensure all desired billing data is captured and is accurate.

Related QRG(s)

- [Fixed Grant End-to-End Process](#)
- [See section Review Billing Worksheet](#)

☐ **16. Generate invoice**

In the billing module, generate the invoice via the Single Action invoice process.

Related QRG(s)

- [Fixed Price Grant End-to-End Process](#)
- [See section Generate Invoice](#)

☐ **17. Modify budget (if necessary)**

If necessary, college modifies grant budget. Budget modifications are needed if the college needs to move money between budget items (equipment, goods, salaries, benefits, etc.) or if the total budget needs to be increased or decreased.

Related QRG(s)

- [Modifying an Award Project Budget](#)

☐ **18. Close project**

After the grant has been completed and all accounting transactions have processed, close the project(s).

Related QRG(s)

- [Closing a Grant/Project/Contract](#)

NOTE: If the project was closed before all accounting transactions were completed, the project may be reopened.

**END**

# Capital Projects

**To view inserted information, select the down facing arrow on the right of the checklist title.**

The following are major process steps and include the most common QRGs. For assistance with additional situations, view all project QRGs or submit a service desk ticket for assistance.

- [All Project Costing QRGs](#)
- [How to Submit a ctcLink Support Ticket](#)

## ☐ 1. Initial project setup

Set up basic information for the project - name, description, activities, project type, dates, location, etc.

### Related QRG(s)

- [Create and Manage a Capital Project](#)
- [See section Create a Capital Project](#)

**NOTE: Be sure to enter your SBCTC-assigned capital project number in User Field 5.**

## ☐ 2. Initial budget setup (set up initial budget for the project)

### Related QRG(s)

- [Create and Manage a Capital Project](#)
- [See section Manage a Capital Project Budget](#)

## ☐ 3. Share chart strings

College shares chart string information with applicable staff, which may include business office staff, purchasing staff, staff supporting those overseeing the project, etc.

## ☐ 4. Spending occurs

Colleges spends money as needed for the project.

**NOTE: Spending occurs in other modules such as Accounts Payable and may require Purchase Orders. Collaborate with other college staff as needed.**

## ☐ 5. Monitor budget and expenses

College monitors expenses and budget. This can be done in the commitment control (KK) module or via various queries and reports, such as **BFS\_GL\_BEROP**.

## ☐ 6. Modify budget (if necessary)

If necessary, college modifies project budget. Budget modifications are needed if the college needs to move money between budget items (equipment, goods, salaries, benefits, etc.) or if the total budget needs to be increased or decreased.

### Related QRG(s)

- [Modifying a Project Budget](#)

## ☐ 7. Close project

After the project has been completed and all accounting transactions have processed, close the project.

### Related QRG(s)

- [Closing or Re-Opening a Capital Project or Program Project](#)

**NOTE: If the project was closed before all accounting transactions were completed, the project may be reopened using this same QRG.**

**END**

## Queries

Query/Report Name	Description
BFS_KK_GRANTS	BI Publisher report for grants that shows budget, expenses, encumbrances and balances in several formats of varying details.
BFS_GL_BEROP	Report for grants, projects, or operational departments that shows budget, expenses, encumbrances, and balances in several formats of varying details.
QFS_PC_PROJ_RESOURCE	Shows all grant or project data from the

Query/Report Name	Description
	Project Resource table. May be most helpful when filtering/sorting on analysis type and putting data into a pivot table.
QFS_PC_PROJ_RESOURCE_PAYMENT	Same data as QFS_PC_PROJ_RESOURCE and also includes details on payments made to others (check/ACH, payment date, payment number, etc.) that were charged to the grant or project.
CTC_PR_BILLABLE	Shows billable data for cost-reimbursable grants.
CTC_PR_BILLABLE_SUMMARY	Summary level billable data for cost-reimbursable grants. May be helpful if you need to attach a list of itemized expenses to an invoice you send to a grantor.
CTC_PR_BILLED	Shows billed data from a given grant.
QFS_CO_HR_ACCTG_LINE_EE_DIST	Shows payroll by employee by grant. Need higher level security to view this.
QFS_GM_AWARDED_GRANTS	Shows information for awarded grants - dates, sponsors, F&A rates, etc.

**END**

## Roles

Please refer to the tab Roles in the [FIN Grants and Projects Checklist and Process Steps Guide](#)

**END**