Reimbursable Grant - Creation to Activation

Purpose: Use this document as a guide to move through a Cost Reimbursable Contract (CRC) Grant Award from creation to activation processes in ctcLink.

Audience: Finance/Grant Fiscal Staff.

You must have at least one of these local college managed security roles:

- ZZ Proposal Processing
- ZC Awards Processing
- ZZ Awards Processing
- ZC Contracts Processing
- ZZ Contract Maintenance
- ZZ Contract Processing

You must also set these User Preference Definitions:

- FSCM 9.2 - Grants Security

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reimbursable Grant Creation to Award Activation Process

Proposal

1. Create the Proposal

Navigation: Grants > Proposals > Maintain Proposal

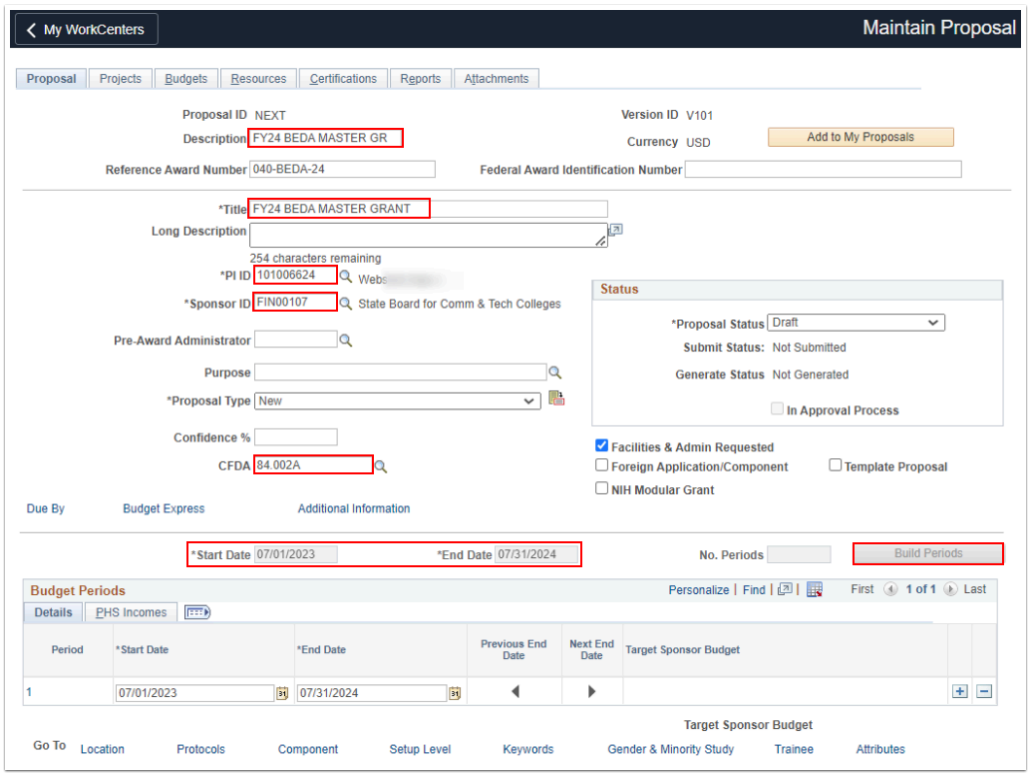
1. On the Maintain Proposal search page, select the **Add a New Value** tab.
2. Enter or look up the **Business Unit**.
3. The **Proposal ID** defaults to **NEXT** for it will be auto generated upon save. It is essential to not change this from NEXT.
4. Select **Add.**
5. Select the **Proposal** tab.
6. Enter valid values in the required and/or optional fields;

a. Enter the Award **Description.**
b. Optional to enter the **Reference Award Number.**
c. Enter the **Title.**
d. Optional to enter a **Long Description**.
e. Enter or look up **PI ID.**
f. Enter the **Sponsor ID.**
g. Optional to enter or look up the **CFDA** number (known as the ***Assistance Listing Number****)
h. Enter the **Start Date**, **End Date** and number of **Periods**. Then select the **Build** button. (NOTE: Notice that after you build a period that the **Build Periods** button is now grayed out).

7. Select the **Projects** tab.

PI stands for **'Principal Investigator'** which is the person who is responsible for the design, conduct, and reporting of grant activities, also known as a grant program manager. If you need to add a **new** Grant PI ID, please submit a ctcLink Service Ticket with the PI's first and last name, and EMPLID number. If the PI is new to your college, please ensure the individual is set up as an employee in ctcLink before requesting they be set up as a grant PI.

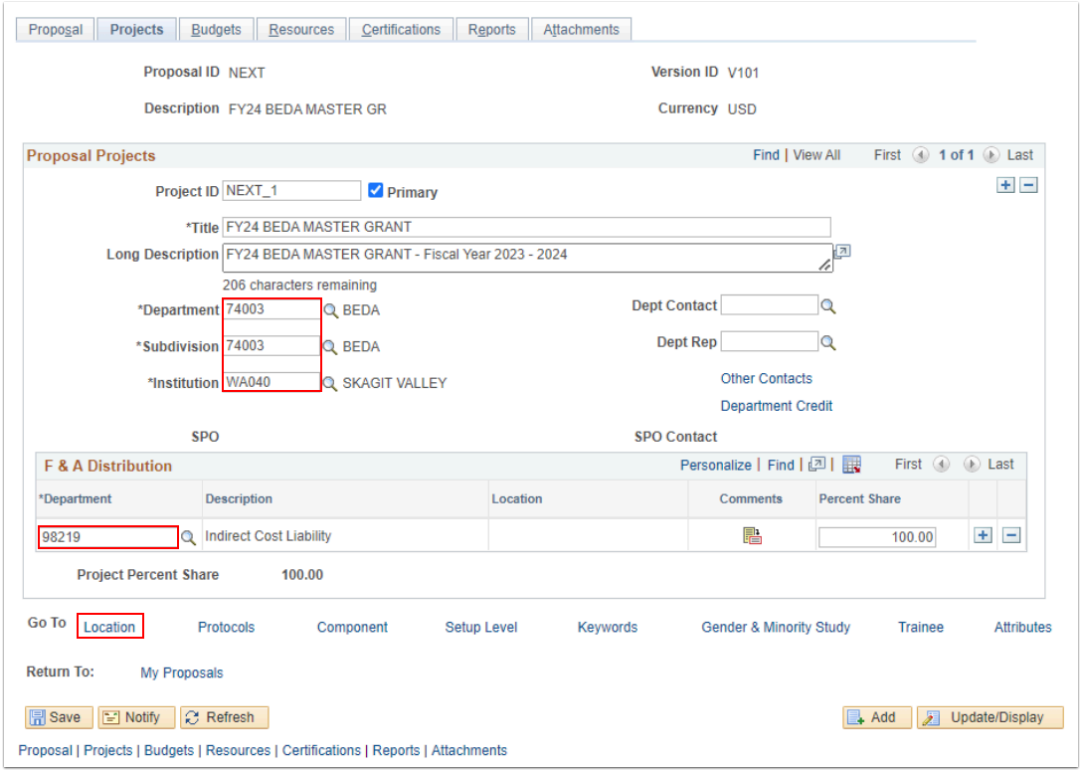
***Assistance Listing Number** is the unique number assigned to identify a Federal Assistance Listing, formerly CFDA number. If available, this number can be found within the local fiscal grant guidelines. For SBCTC Grant Awards, this number will soon become required.



8. The **Projects** tab page displays. The **Title** auto-fills from the prior page. Enter locally defined field values;
   a. Optional to add the **Long Description.**
   b. Enter the **Department** number.
   c. Enter the **Subdivision** (typically this is the same as the Department#).
   d. Enter the **Institution** (also know as the Business Unit).
   e. In the F&A Distribution section, enter **98219.**

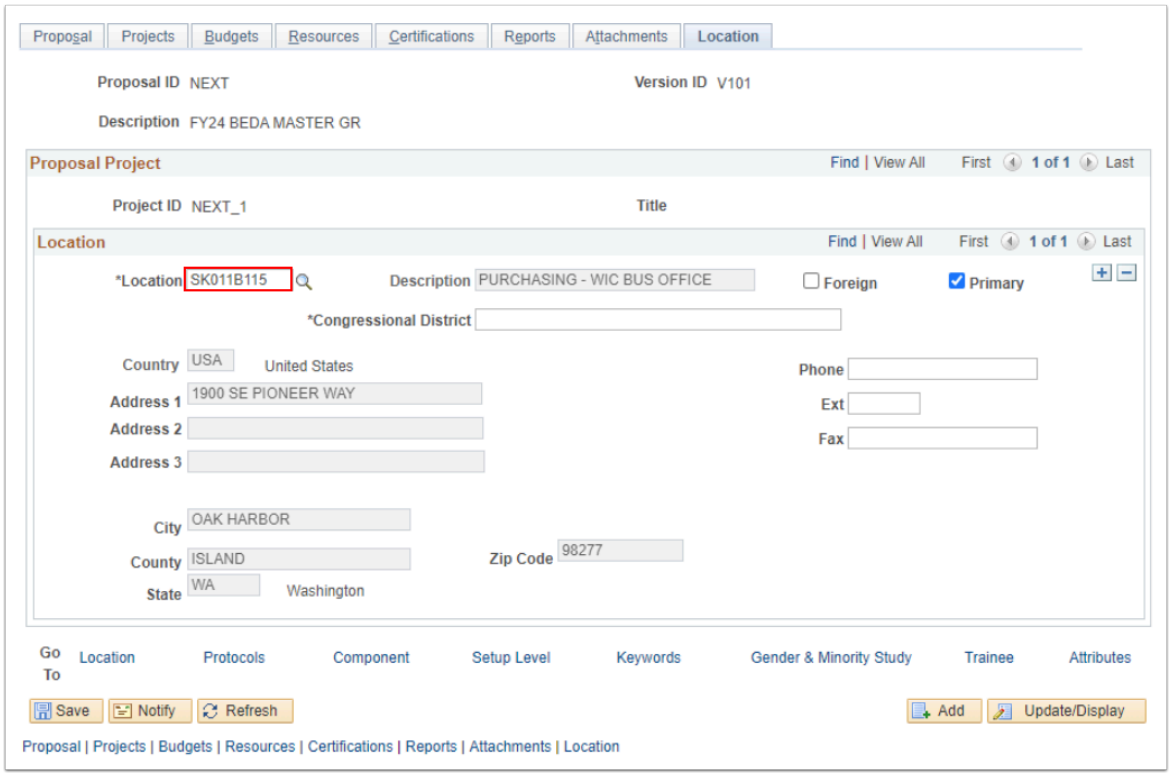
9. Towards the bottom of the page, select the **Location** hyperlink.

Both the **Proposal ID** and **Project ID** default as 'NEXT' and will auto-populate from after the proposal has been completed and saved. Note the **F&A Department** is always set to **98219** for **Indirect Cost Liability** and it's considered an offset account that SBCTC uses to track and monitor.



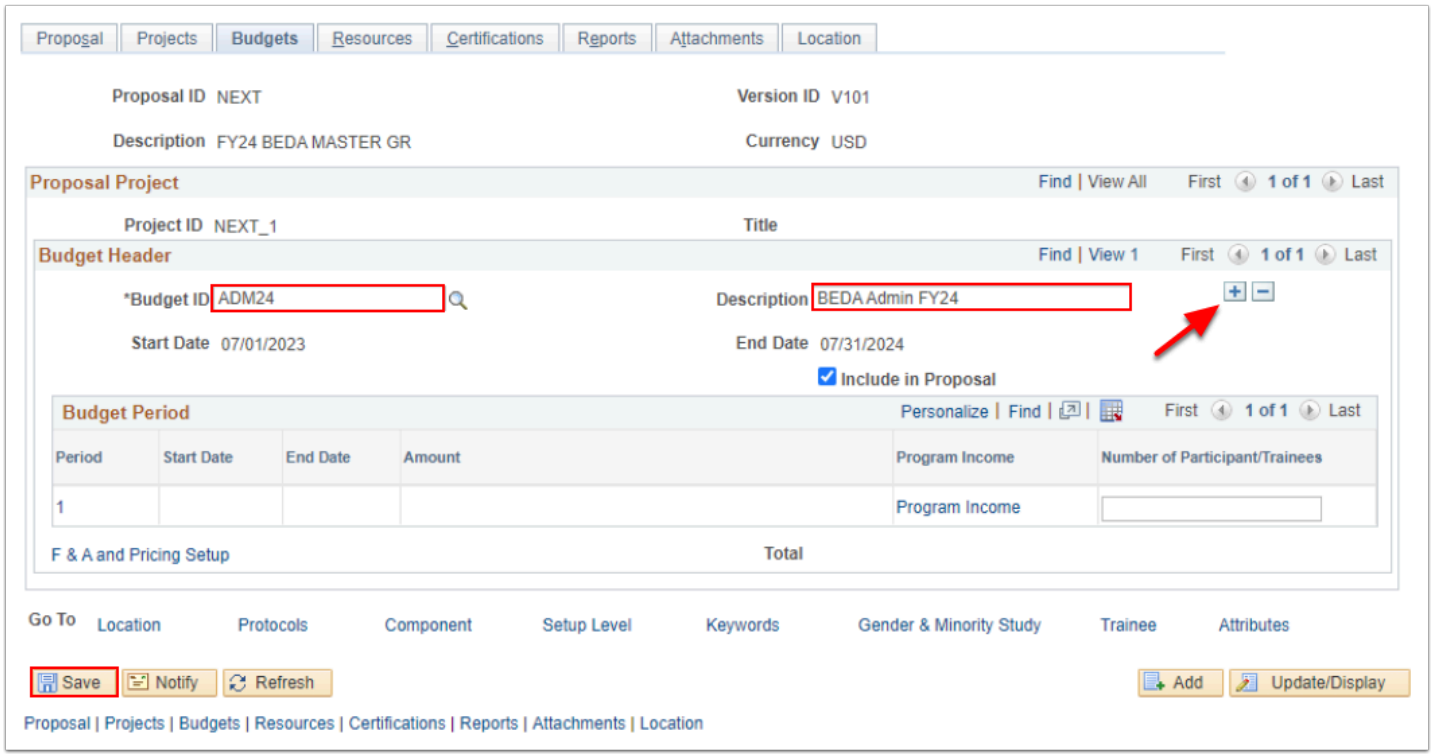
10. The **Location** tab page displays.
11. Enter or look up locally define valid values for required fields.
12. Select the **Budgets** tab.

> The Grant **"Location"** is a local business practice decision and please refer to your Finance Director/Supervisor for details.



13. The **Budgets** tab page displays.
14. In the Budget Header section, enter locally defined field value(s);
    a. Add the **Budget ID** (limited to 5 field values). Note this will become the 'Activity ID' of your ChartString.
    b. Add the **Budget ID Description**.
    c. *Optional to select the **plus icon [+]** to add more Budget IDs.
15. Select the **Save** button.

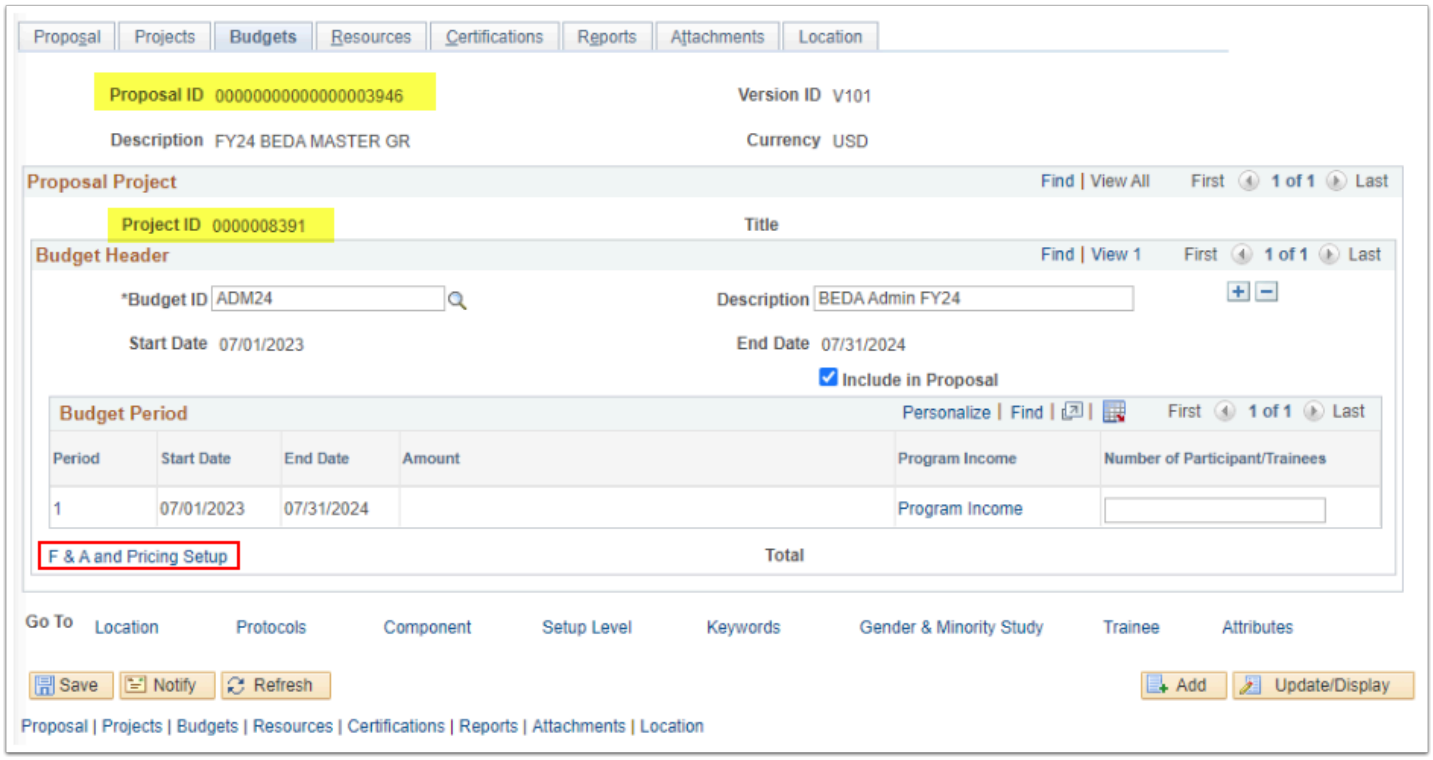
*To add additional **Budget ID(s),** please refer to your Budget Narrative for guidance. Budget IDs are locally defined and can help Grant Managers or PIs identify and charge expenditures to the correct budget line(s) per the Award Narrative. For example, the Perkins Plan Grant has 2 defined budgeted lines; i.e. Professional Development and Instruction. In this case, 2 Budget IDs (or Activity IDs) can be created to match the defined budget for each activity. (Examples of Budget IDs: *PRDEV* or *PDV24*, and *INSTR* or *INS24* whereas the 24 represents the Fiscal Year).



After the Proposal is saved, the **Proposal ID** number and the **Project ID** number will auto-populate.

Note the '**Proposal ID**' will become your '**Contract ID**' number after you generate the award.

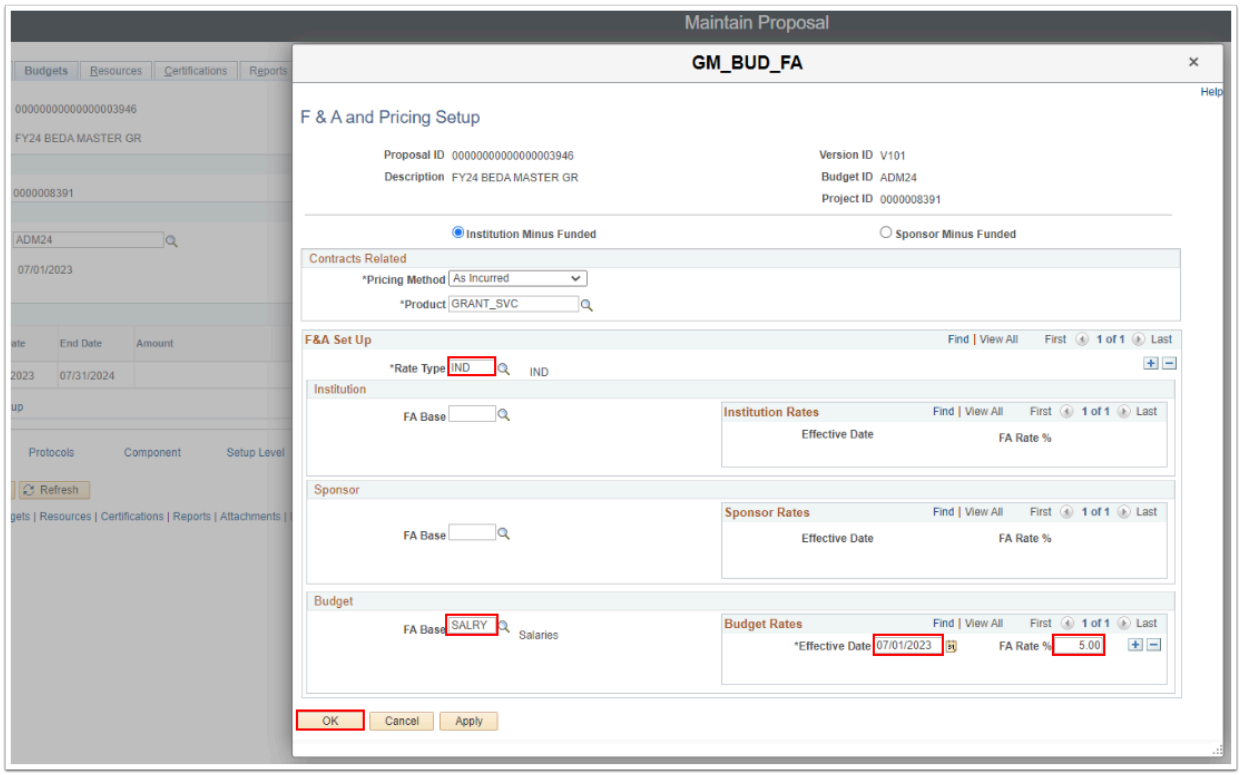
16. For each Budget ID, select the **F & A and Pricing Setup** link and complete the F&A Pricing Setup page information.



Notice the Pricing Method is "**As Incurred**". This means it is a cost reimbursable contract. If you do not select the pricing method or you skip the F&A section completely the Grant will default to a Cost reimbursable billing method.

17. The **F & A and Pricing Setup** page will display. Enter valid values for all required fields.
    a. The Pricing Method defaults to = **As Incurred**.
    b. The Product defaults = **GRANT_SVC**.
    c. Select the Rate Type = **IND** for indirect.
    d. Enter the **F&A or FA Base** per your Grant Narrative.
    e. Enter the **Effective Date** and **FA Rate%**. Note: the effective date should match the start of your Grant.
18. Select **OK** to return to the **Maintain Proposal** page**.**
19. Section complete.

The system uses either the Institution's F&A rate or the Sponsor's F&A rate for calculating the cost-sharing F&A. At this time, the cost-sharing functionality is not enabled for ctcLink thus the system defaults to the **Institution Minus Funded** check box.



Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Create a Reimbursable Proposal. This link will open in a new tab/ window.

2. Enter the Proposed Budget

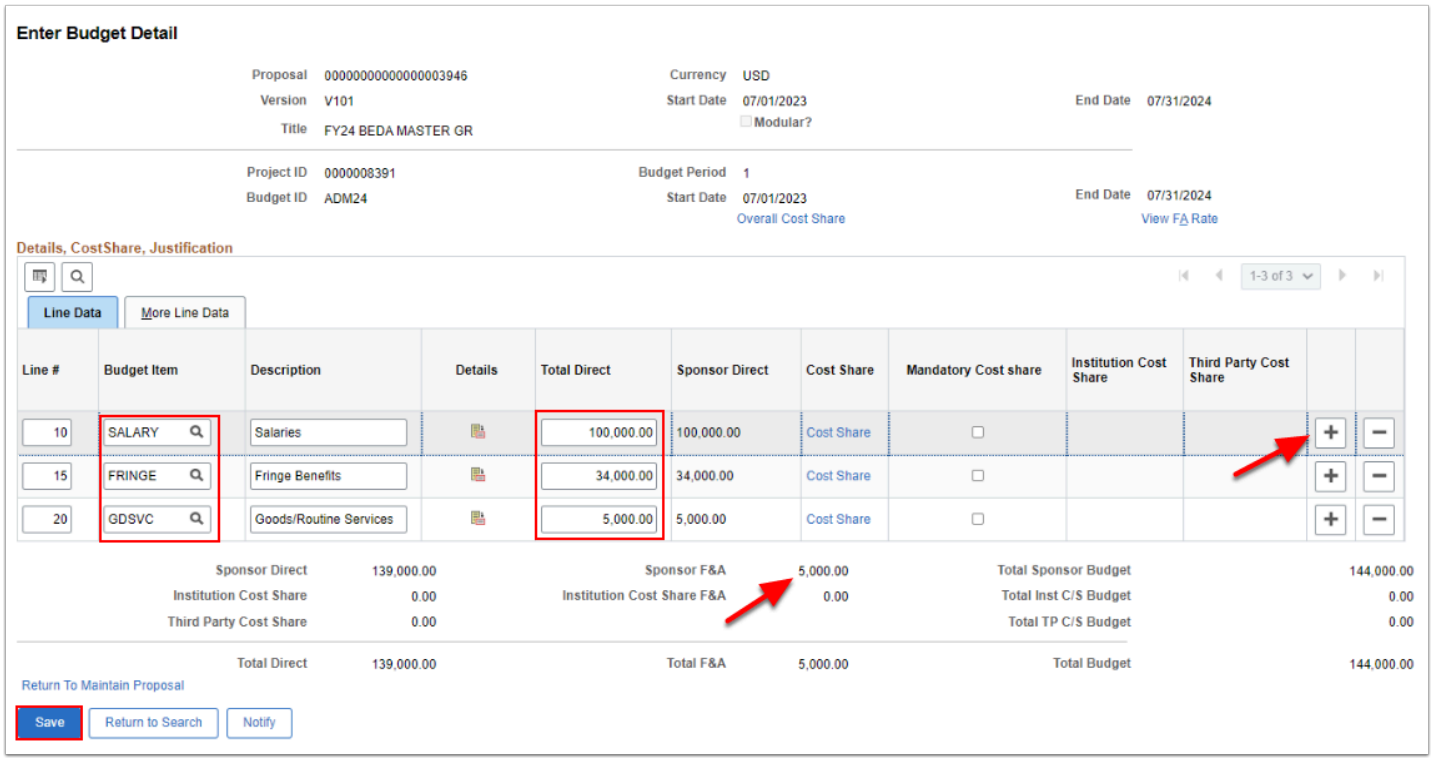
Navigation: Grants > Proposals > Enter Proposal Budget Detail

1. On the **Enter Budget Detail** search page, enter or look up the **Business Unit**.
2. Enter or look up the **Proposal ID** or use a different Search Criteria option.
3. Select **Search**. Select the desired search results.

Utilize the Search Criteria feature when searching for a specific Grant. For example, select the **Short Title** and select the dropdown arrow to select **'contains'** and enter part of your local college Grant Name, such as **WorkF, BEDA, Master,** or **EHSP.**

4. The Enter Budget Detail page displays. Enter valid values for all required fields.
   a. Enter or look up the **Budget Item(s)**, the **Description** will auto-fill.
   b. Use the **(+)** or **plus sign** icon to add additional rows.
   c. Enter the **Amount(s)** for each Budget Item.
5. Select **Save.**
6. Section complete.

Notice that the Sponsor F & A is being calculated based on the percentage that was entered in the **F & A Pricing Setup** page above.



Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

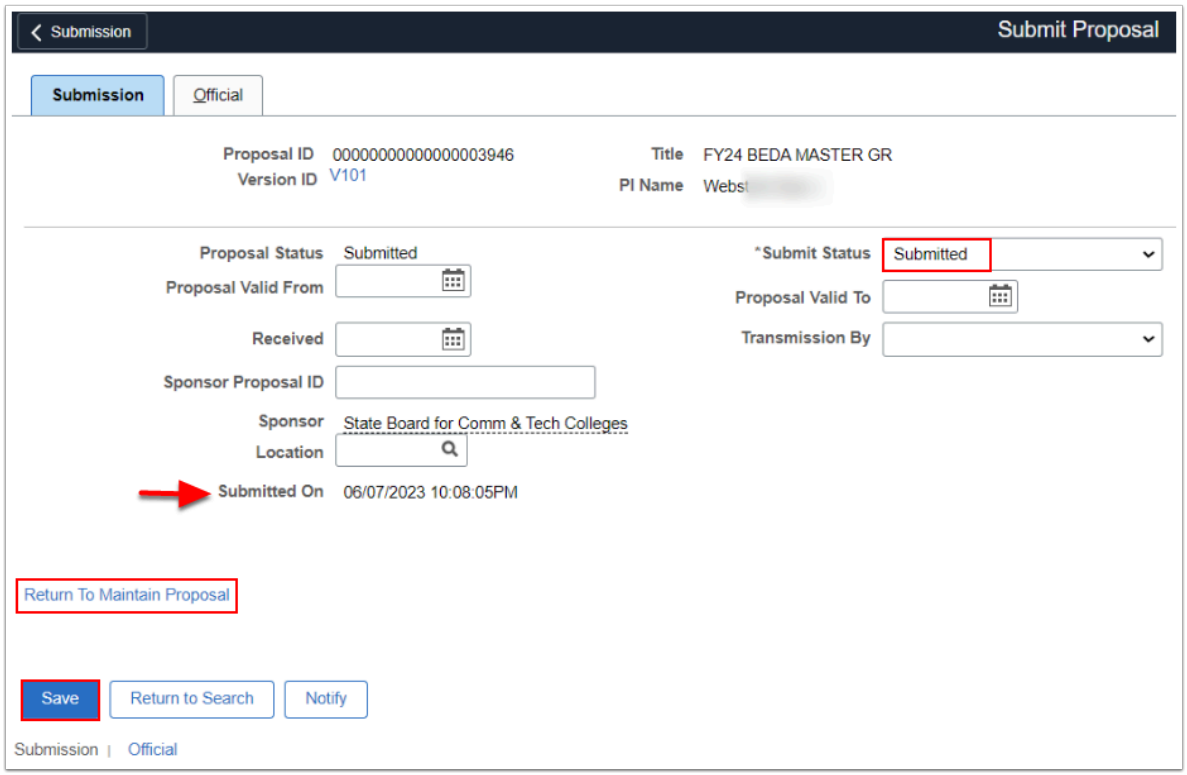
View the external link to Enter the Proposal Budget. This link will open in a new tab/window.

3. Submit the Proposal

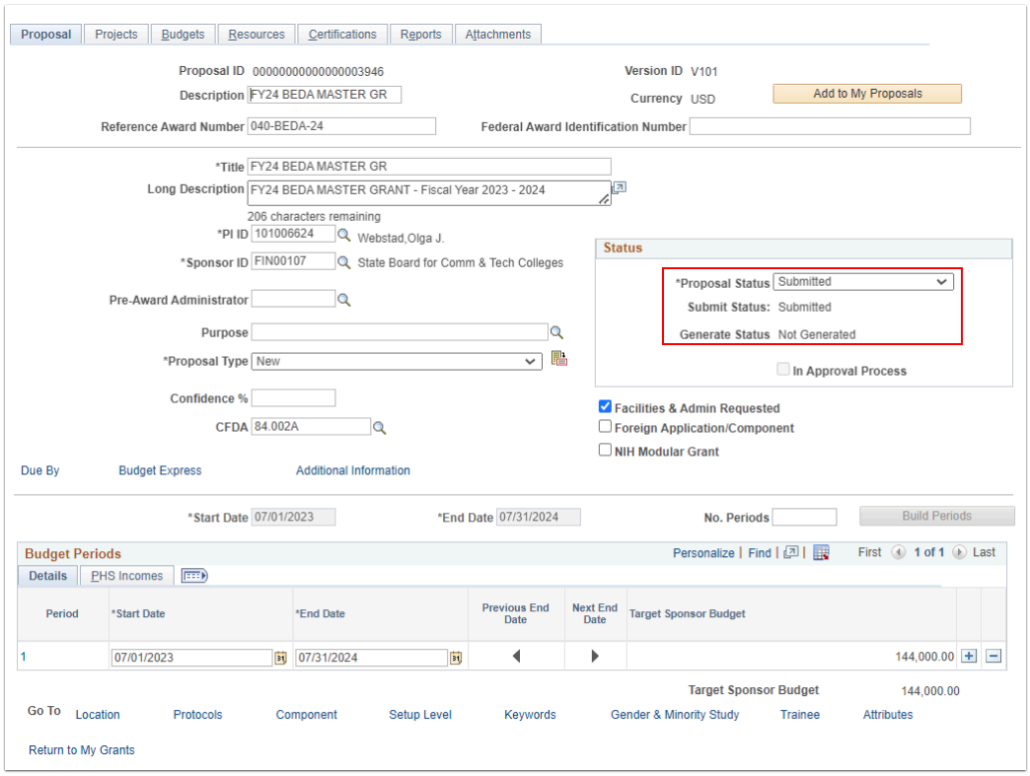
Navigation: Grants > Proposals > Submit Proposal

Next you will “Submit” the Proposal. When a Proposal has a status of “Submitted” you can no longer modify the Proposal. You can only make changes when the proposal is in the “Draft” status. If need to make changes, return to the Submit Proposal and change status back to Not Submitted and Save. Make changes then return to to Submit Proposal. Only Grants that are in Submitted status can be Generated to an Award.

1. On the **Submit Proposal** search page, enter or look up the **Business Unit.**
2. Enter or look up the **Proposal ID.**
3. Select **Search**. The **Submit Proposal** page will display.
4. On the **Submission** tab, verify or enter valid values.
5. Change the **Submit Status** to "Submitted".
6. Select **Save**.
7. Optional to select the **Return to Maintain Proposal** link and the **Maintain Proposal** page will display.



Notice that the proposal is now at a "**Submitted**" status and no longer in a "**Draft**" status.



8. Section complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Submit the Proposal. This link will open in a new tab/window.

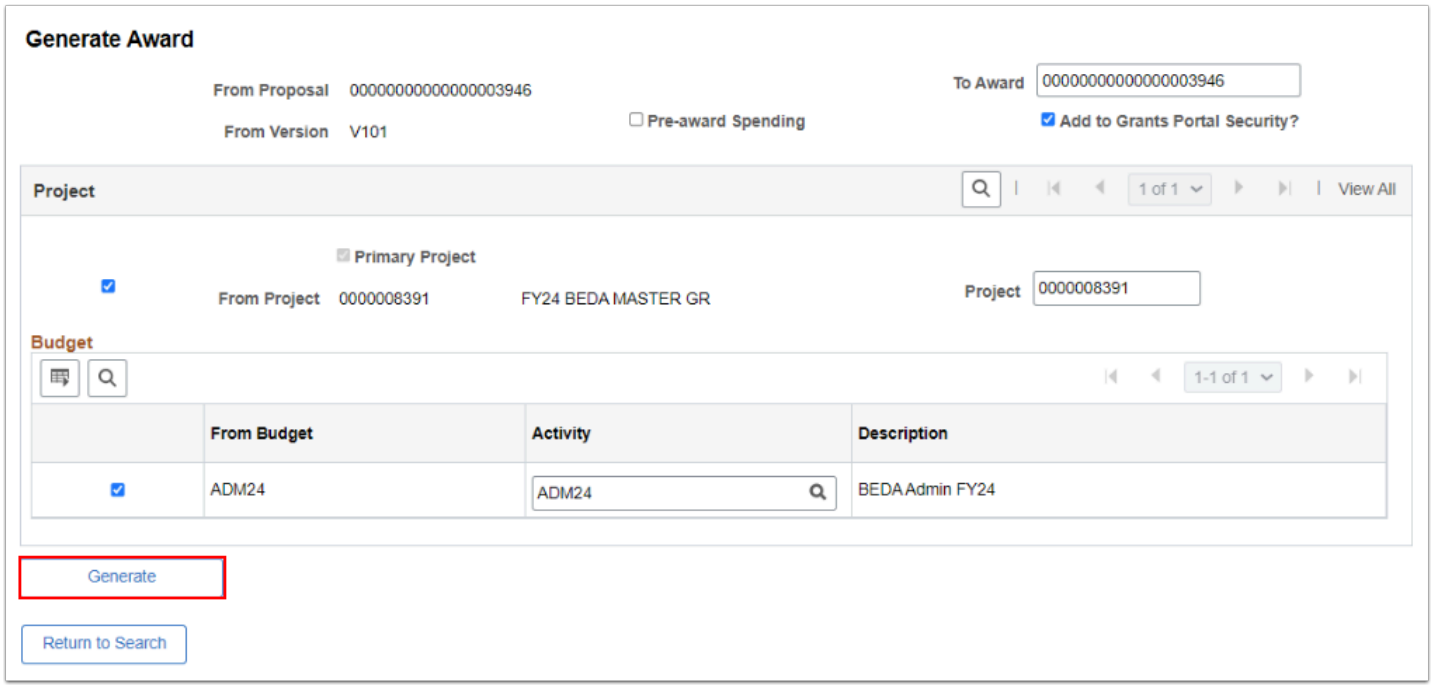
4. Generate the Award

Navigation: Grants > Proposals > Generate Award

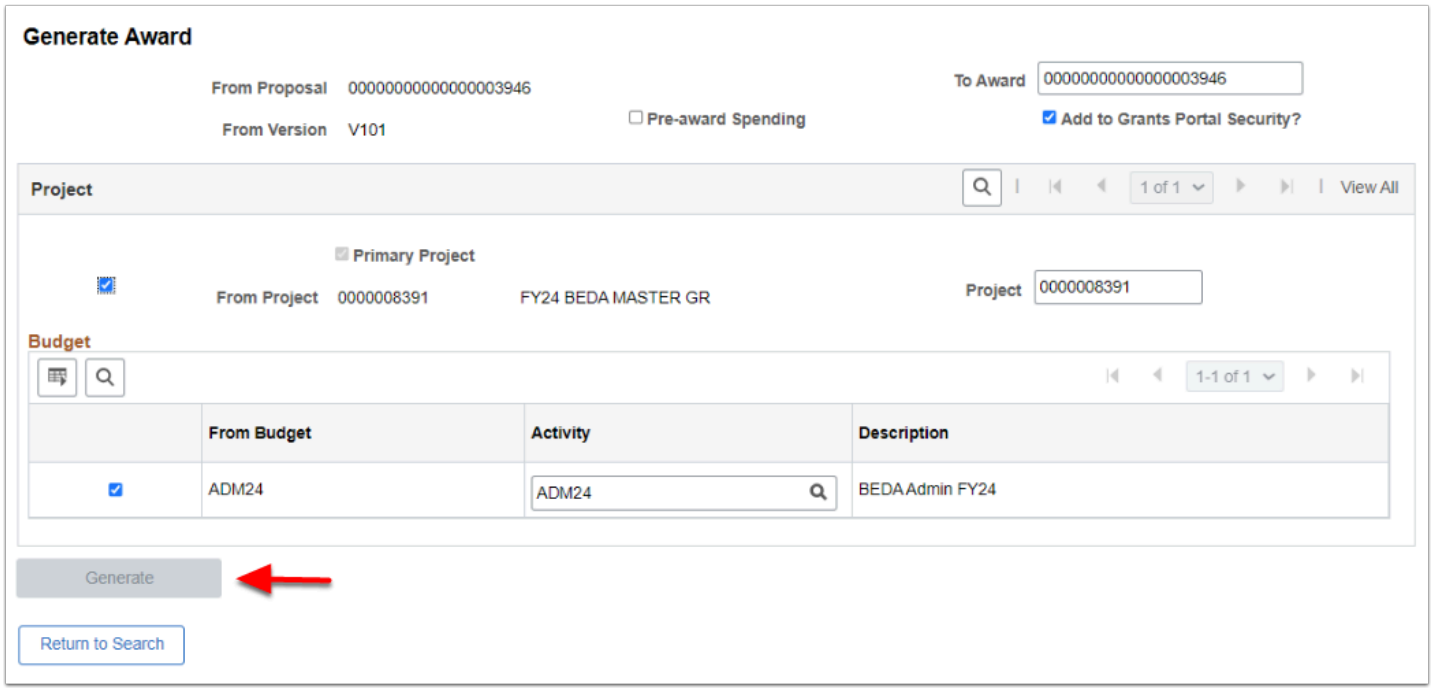
Only those proposals that have been submitted are available for award generation.

1. On the **Generate Award** search page, enter or look up the **Business Unit.**
2. Enter or look up the **Proposal ID.**
3. Select **Search**.
4. Information from the submitted proposal auto-filled specific fields. Verify as needed.
5. Select the **Generate** button.

Note: The **Budget ID(s)** becomes the **Activity ID(s)** which is a part of valid ChartString(s) in PeopleSoft.



Notice that after you "Generate", the **Generate** button is no longer available and when your Project was "Generated" it pushed this information out to Project Costing and also Contracts.



6. Section complete.

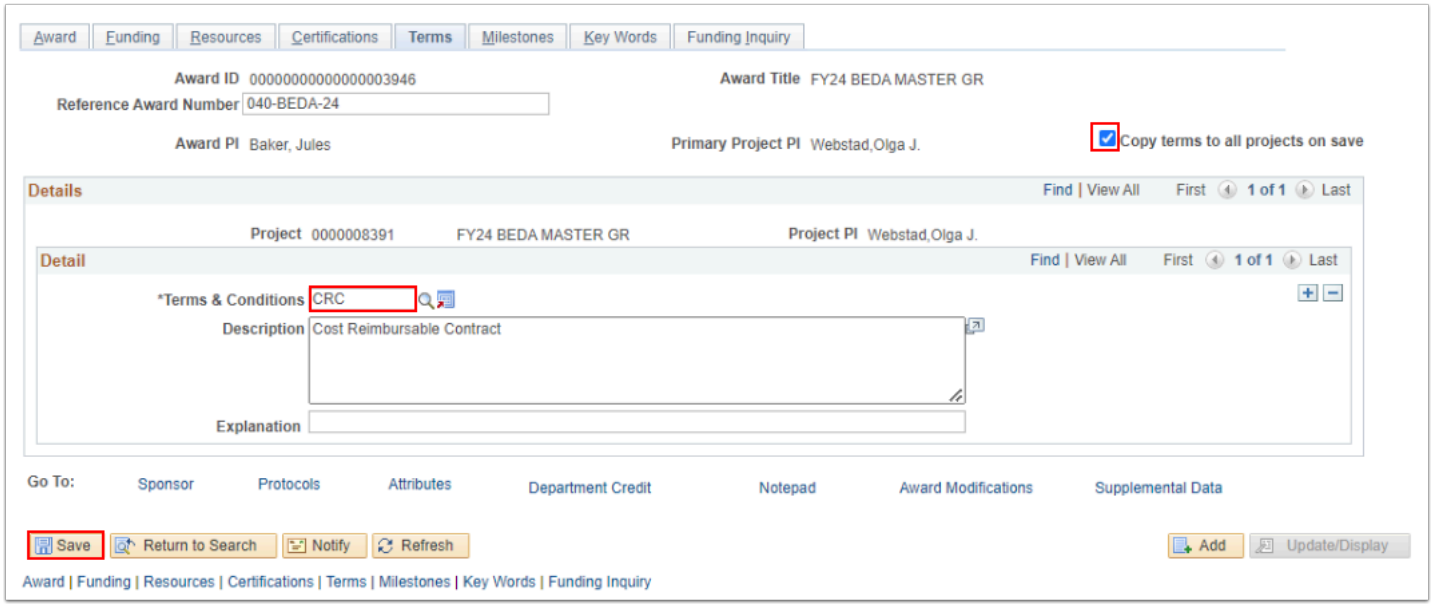
Award Profile

5. Grant Terms

Adding the **Terms** in the Award Profile ensures the **Billing and Revenue Plans** will be set for Cost Reimbursable Contracts.

Navigation: Grants > Awards > Award Profile

1. The **Award Profile** search page displays.
2. Enter the search criteria as necessary. Note: these fields may already have populated on this page.
3. Select **Search.**
4. The Award Profile main **Award** tab page displays. Notice the Proposal Information carried forward into the Award Profile.
5. Select the **Terms** tab.
6. The **Terms** page displays. Select the checkbox **Copy terms to all projects on save**.
7. In the Details section, enter **CRC** in the Terms & Conditions field. The description will auto-populate.
8. Select **Save**.
9. Section complete.

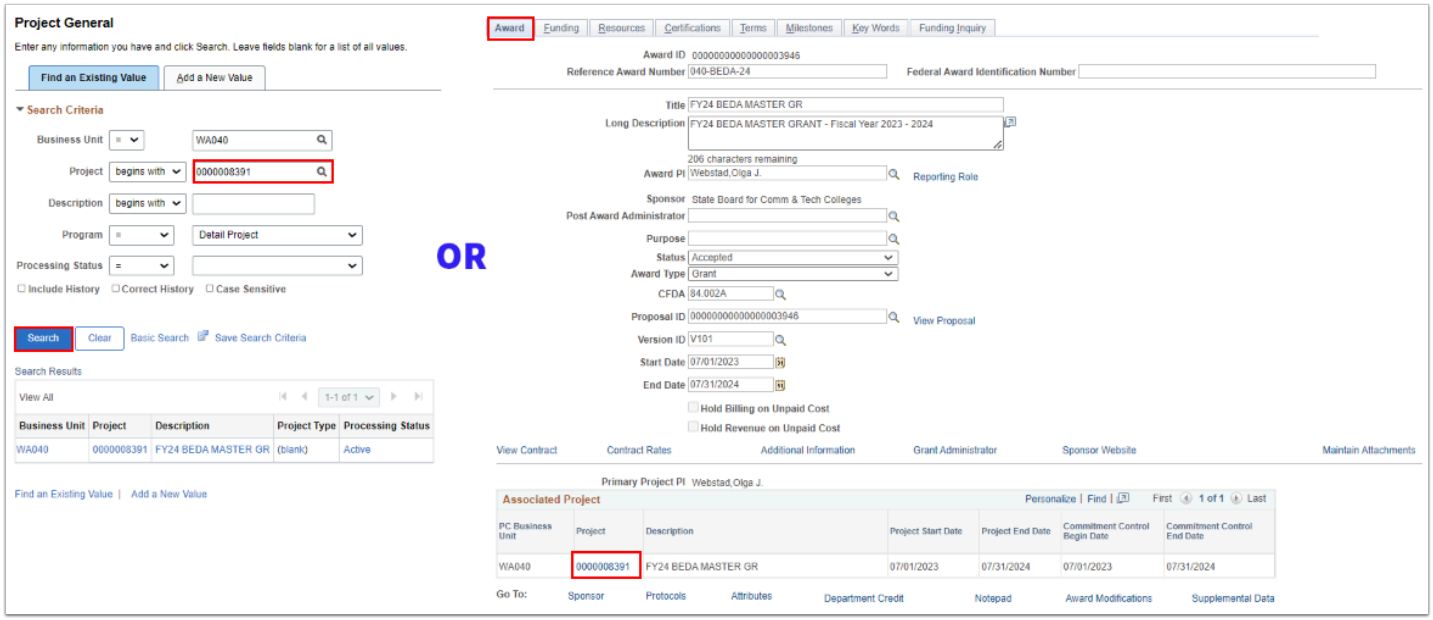


6. Project Type

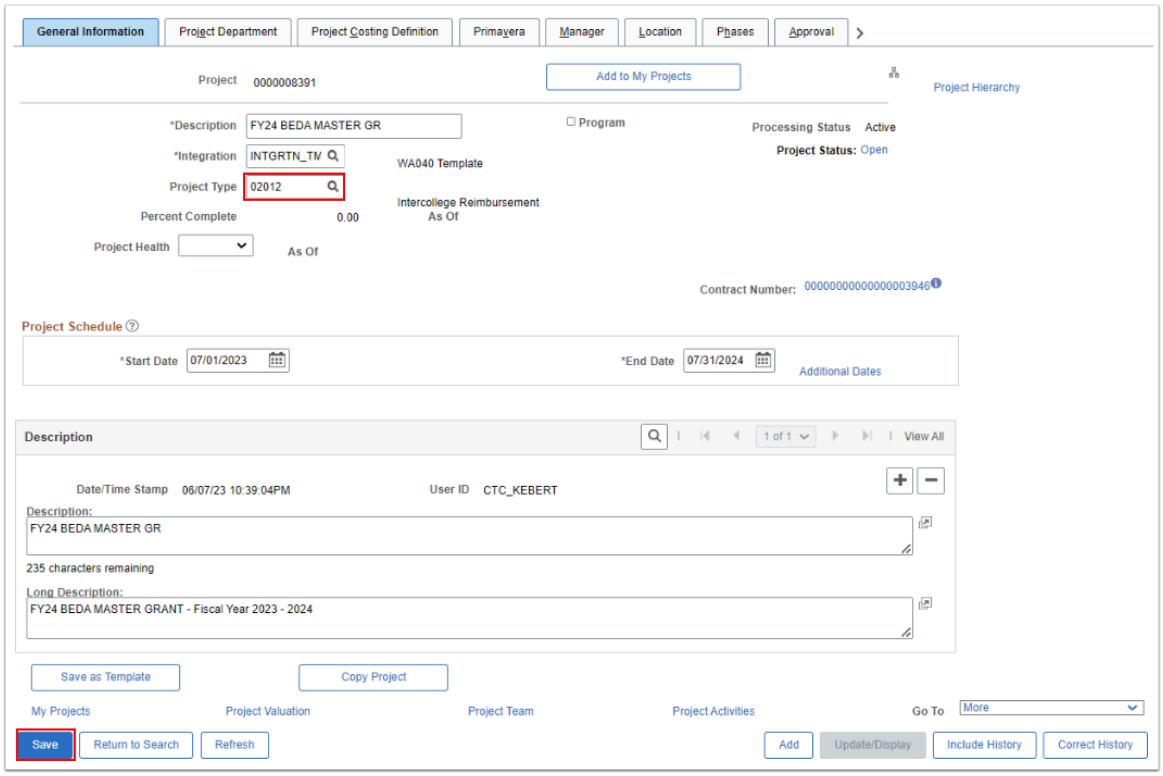
> The **Project Type** is a 5 digit number and the source of grant-related revenue. For OBIS grants the Project Type is to be coded **02012** for **Intercollege Reimbursement**. Check with your Finance Director or Supervisor to verify the Revenue Source. When the award integrates in the system, the Project Type becomes a 7 digit GL Account number in PeopleSoft; thus Project Type 0**2012** becomes GL Account 4**020120**.

Navigation: Grants > Awards > Establish Project General Info

1. On the **Project General** search page, enter or look up the **Business Unit.**
2. Enter or look up the **Project.** Optional to use other Search Criteria, such as 'Description' and 'contains'.
3. Select **Search**. Then select the desired results and the Project **General Information** page displays OR navigate from the Award Profile **Award** page, select the **Project hyperlink** to navigate to **Project** page.



4. On the **General Information** tab, enter or look up a **Project Type**.
5. Note that there is a **Contract Number** associated with the Grant/Project.
6. Select **Save**.
7. Section complete.

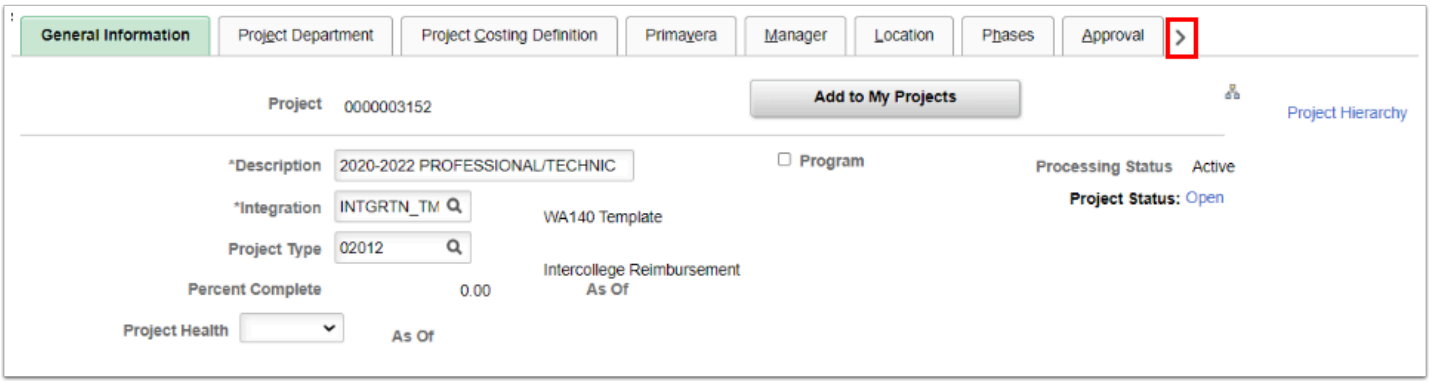


For "Capital Project Grants" Only

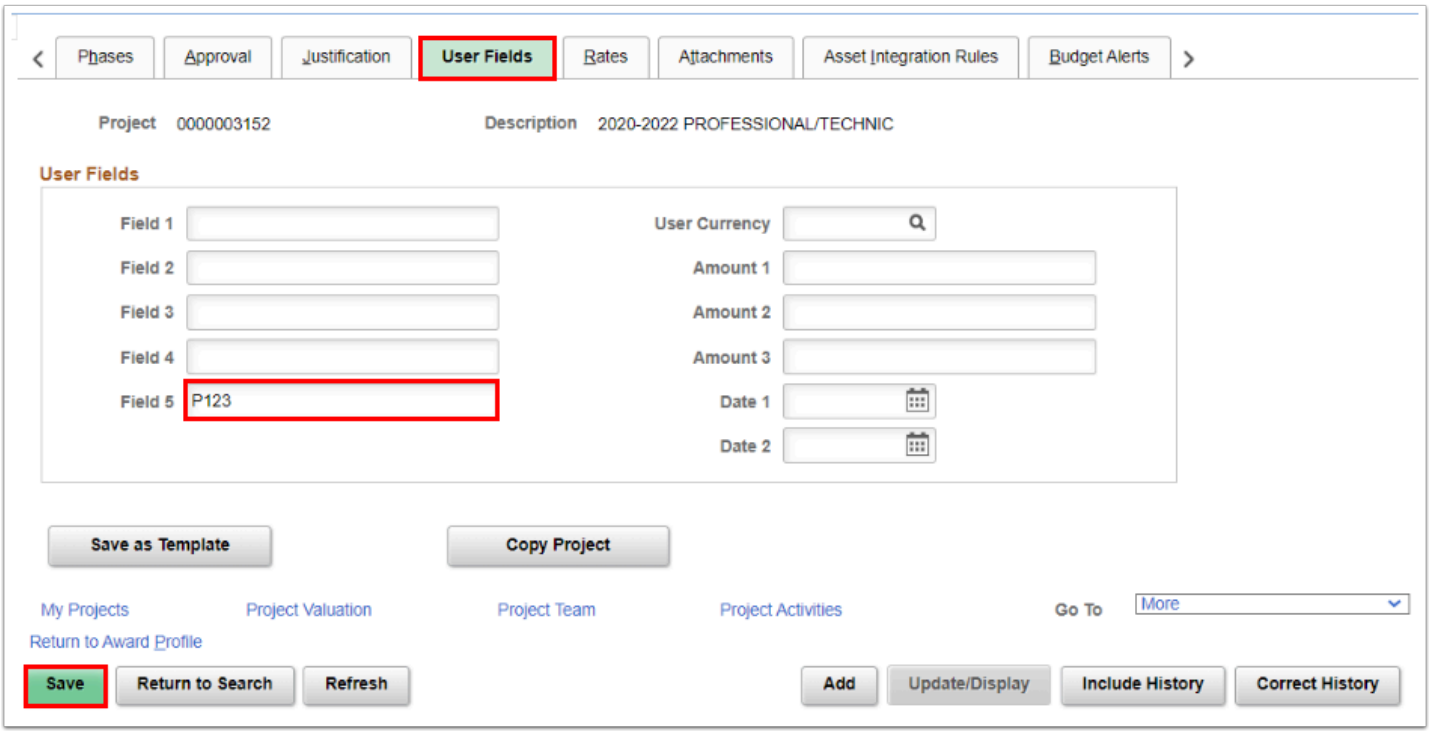
For **Capital Project Grants**, please follow the next few steps. If not a Capital Project Grant, continue to the next section, **7. Finalizing the Budget.**

For Capital Project Grants, please follow the steps **'A'** through **'D'** to navigate to the **User Fields** tab and enter the SBCTC provided capital project number into **Field 5**.

A. On the **General Information** tab page, select the **right arrow** icon to view additional tabs (like the **User Fields** tab).

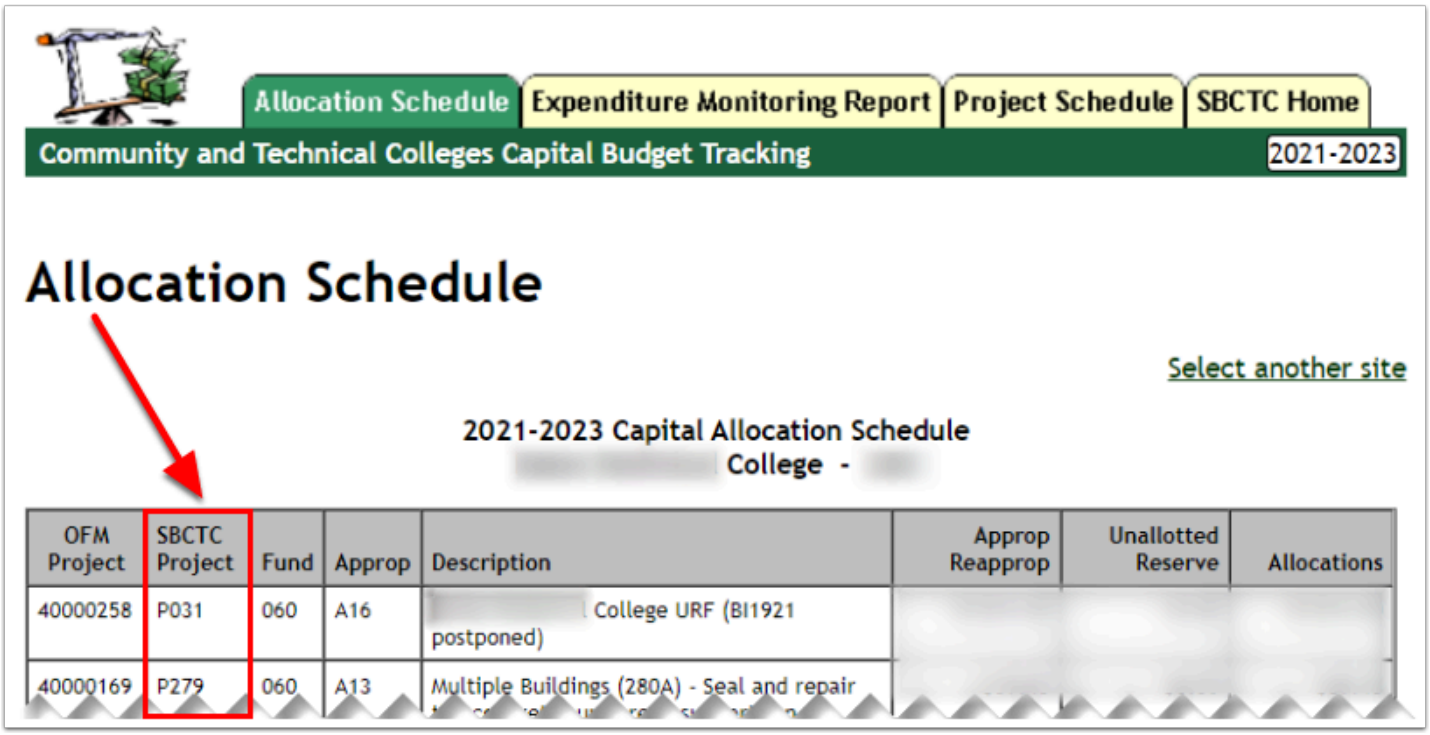


B. Select the **User Fields** tab.
C. In the User Fields section, enter the SBCTC provided capital project number, for example **P031, P279 or P123.**
D. Select **Save**.
E. Section complete.



For more information, please visit the SBCTC website pages Capital Budget, Planning & Facilities and the Allocation and Monitoring page to access CapTrack.

Verify your Fund and Appropriation values within CapTrack matches your PeopleSoft Budget ChartString.



7. Finalize the Budget

Navigation: Grants > Awards > Award Profile > Funding Tab

OR

Navigation: Grants > Awards > Project Budgets

1. On the **Project Budgets** search page, enter or look up the **Business Unit.**
2. Enter or look up the **Project.**
3. Select **Search**. Select the desired results and the **Budget Detail** page displays.

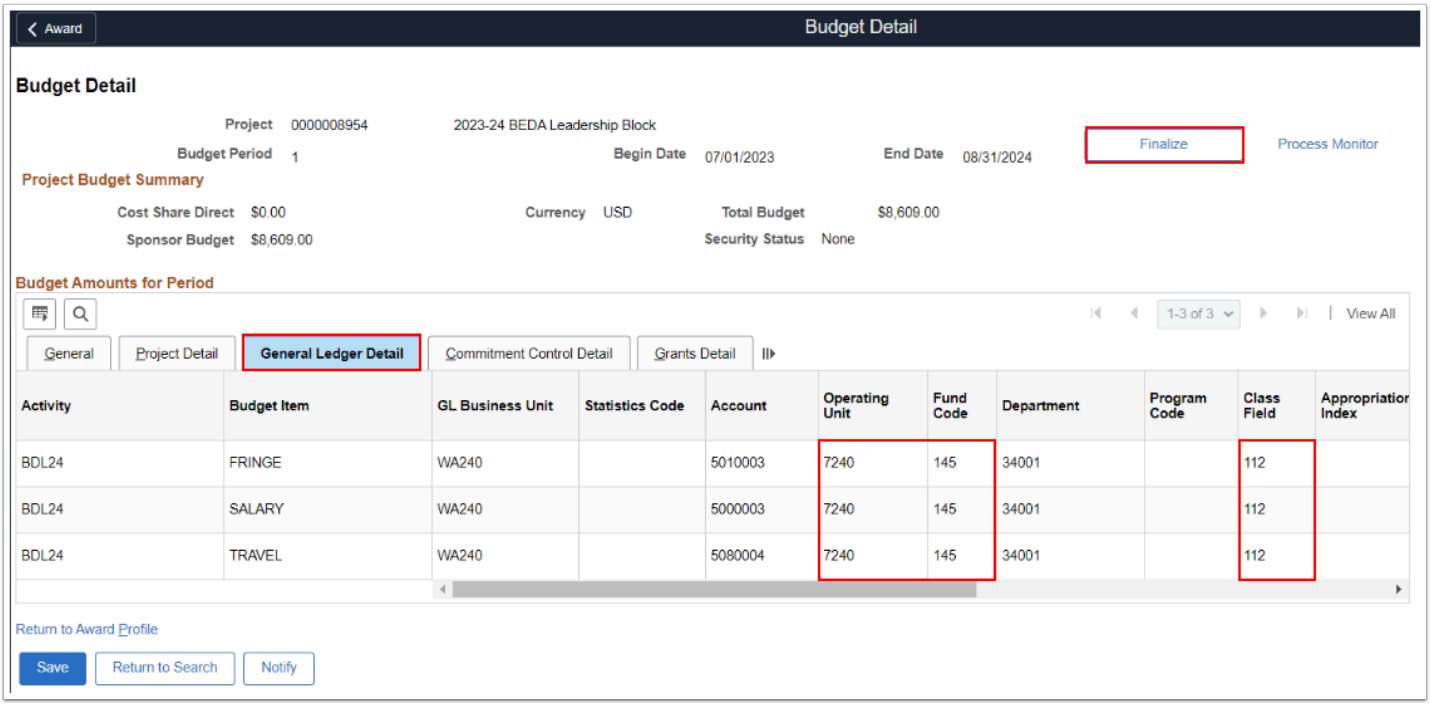
> Utilize the **Search Criteria** feature when searching for a specific Grant. For example, select the **Description** and select the drop down arrow to select **'contains'** and enter part of your local college Grant Name, such as **WorkF, BEDA,** or **EHSP.**

4. On the **Budget Detail** page displays. Select the **General Ledger Detail** tab.
5. For each Budget line item or row, enter or look up the following ChartField values;
   a. **Operating Unit.**
   b. **Fund Code.**
   c. **Class Field.**
   d. If required, enter or look up the **Subsidiary, State Purpose,** and**/**or **Program** if needed to complete your college's ChartString**.** Use the scroll bar to scroll to the right.

6. Notice that the **Sponsor F&A** line has been automatically added (depends upon if F&A was added during the Activity set up at the Proposal stage).
7. Select the **Finalize** button. A Budget Finalization message box will be displayed.

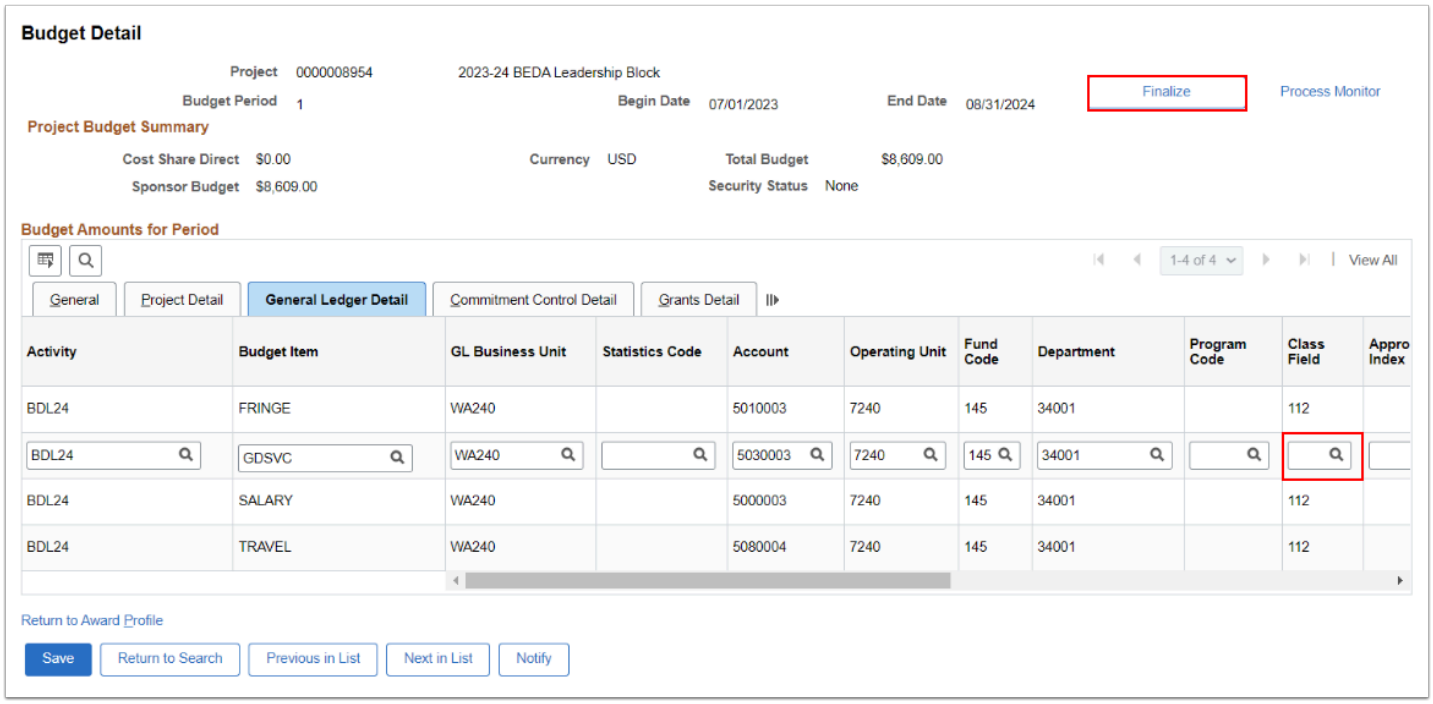
NOTE: Only the following **Fund Accounts** can be used within the **Grants/Projects Modules**: 057, 060, **145,** 147, 253, and 357**.**

Notice these fields are editable and the boxes are 'open'. The budget is successfully finalized when the boxes are no longer editable or 'closed'.



8. Select **OK**. The **Budget Detail** page will redisplay.
9. Select the **Process Monitor** link to insure that the process completes successfully. For more details on Process Monitor, see QRG Process Scheduler/Process Monitor for steps such as select the **Refresh** button until the Run Status is **'Success'** and Distribution Status is **'Posted'**.
10. Select the hyperlink **Go back to Project Budgets** for confirmation that the Budget was finalized.
11. The **Project Budgets** page displays. Enter or look up the Project.
12. The **Budget Detail** page displays.
13. Verify your Budget has Finalized successfully or has no editable boxes.
14. Sections complete.

⚠ If 'yes', the Budget posted successfully (no editable boxes), please continue to **Finalize and Activate a Cost Reimbursable Contract.** If 'no', enter in the missing **ChartField(s),** select the **Finalize** button and go back to continue from 'Step 8. Select **OK**. The **Budget Detail** page will display.'



Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Grant Terms, Project Type, and Finalize the CRC Budget. This link will open in a new tab/window.

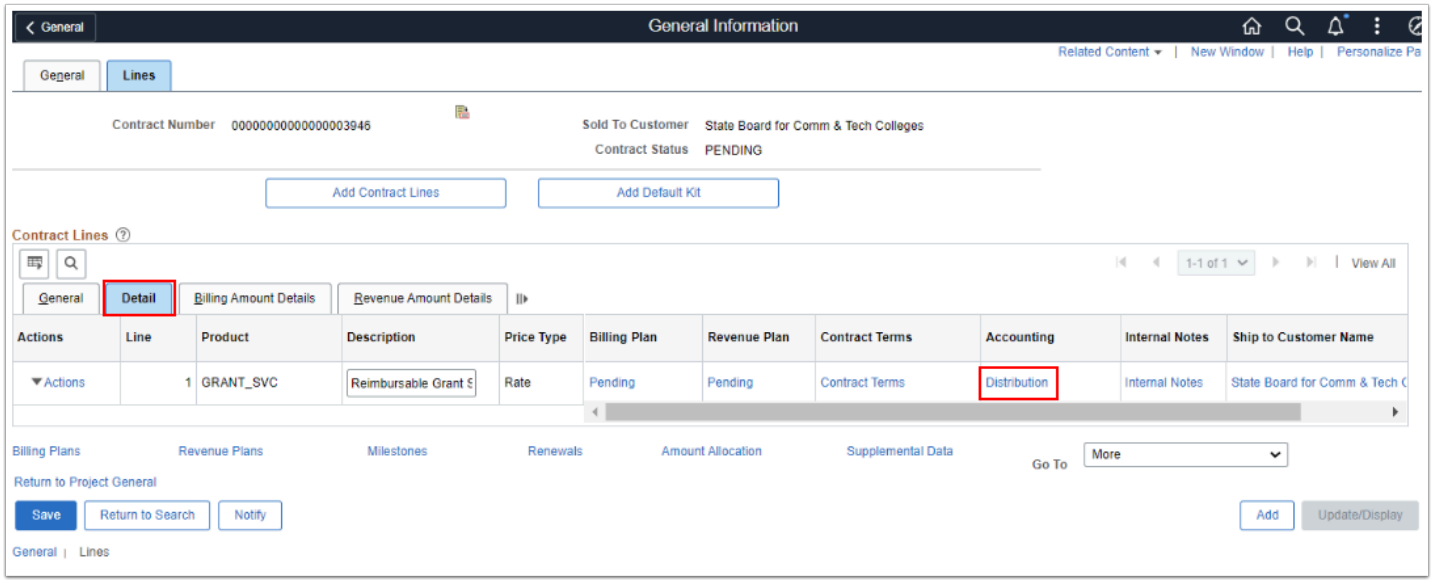
Customer Contracts

8. Finalize and Activate a Cost Reimbursable Contract

Navigation: Customer Contracts > Create and Amend > Define Contract General Info

> Utilize the Search Criteria feature when searching for a specific Grant. For example, select the **Description** and select the drop down arrow to select **'contains'** and enter part of your local college Grant Name, such as **WorkF, BEDA, Master,** or **EHSP.**

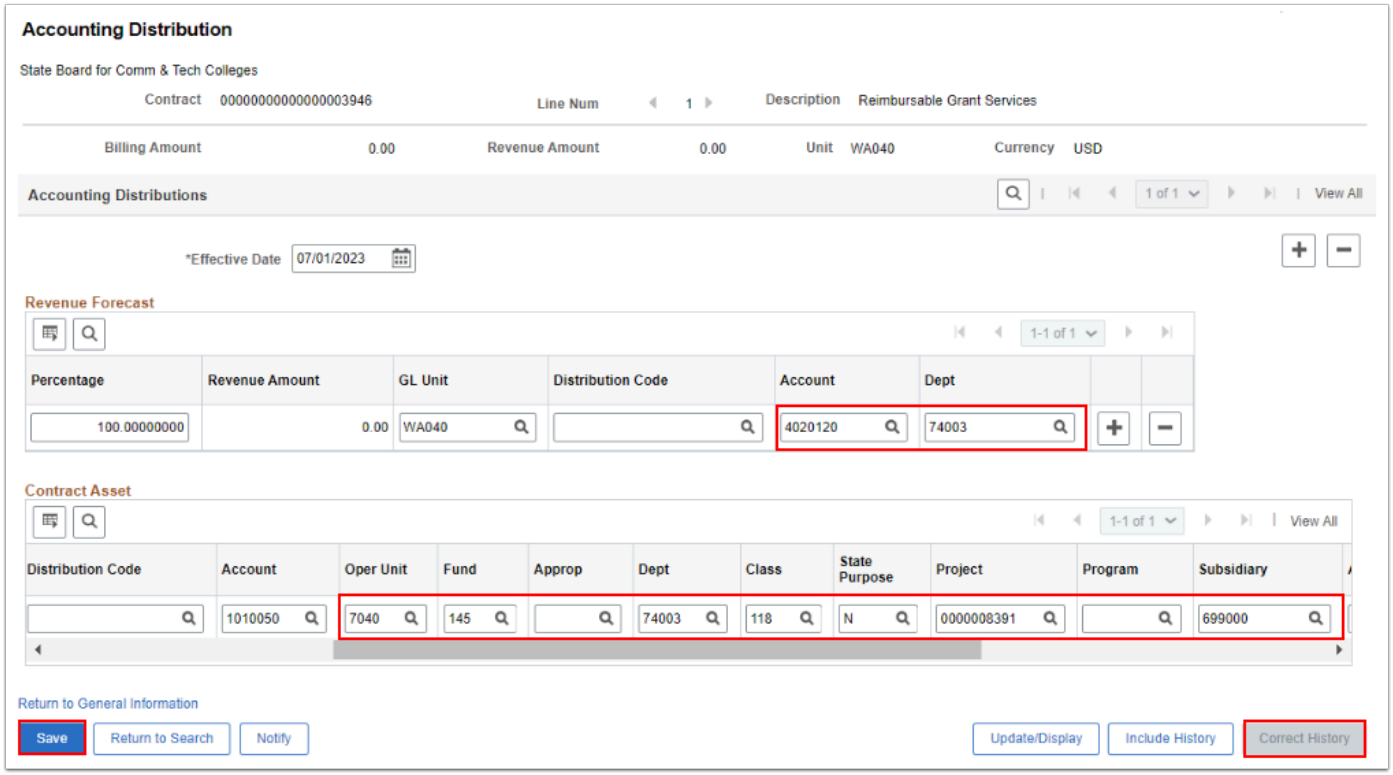
1. On the **Find an Existing Value** tab of the **General Information** search page, look up or enter the **Business Unit**.
2. Look up or enter the Award number in the **Contract** field.
3. Select **Search**. Select the desired results and the **General Information** page displays.
4. On the **General Information** page, select on the **Lines** tab.
5. In the **Contract Lines** section**,** select the **Details** tab.
6. Select on the Accounting **Distribution** link.



7. The **Accounting Distribution** page displays.
8. Select the **Correct History** button which enables you to enter information in the following required fields.
9. In the **Revenue Forecast** section, enter the required field values:
   a. **Account.** The GL Account associated to the Project Type (5 digits) used in the Project Definitions pages, i.e. 02012 becomes (7 digits) 4**02012**0.
   b. **Department.** Value should be the same from the Budget setup process.

10. In the **Contract Asset** section, enter the Accounting Distribution fields that was used in Grant Budget setup process:
    a. **Operating Unit.**
    b. **Fund.**
    c. **Department.**
    d. **Class.**
    e. **State Purpose = N.**
    f. **Project Number.**
    g. **Optional field values: Program if your college utilizes this field.**
    h. **Subsidiary.** For OBIS Grants, please use 699000. Please see the ctcLink Accounting Manual on Subsidiary for more information.
11. Select the **Save** button.

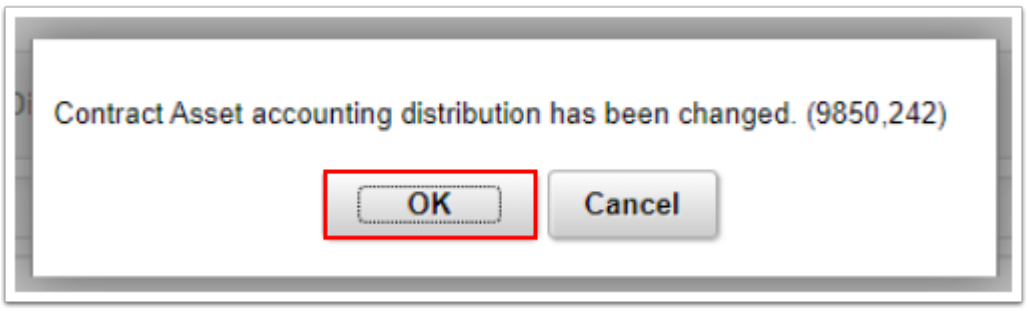
Your **Revenue Distribution** should match the **Grant Project Type** from the Award Profile. Per SBCTC OBIS Awards, the Project Type was suggested to be **02012** for **Intercollege Reimbursement**. Corresponding in the Contract, the Revenue Distribution should be set to 4**020120** to match the 7 digit requirement of GL Accounts.



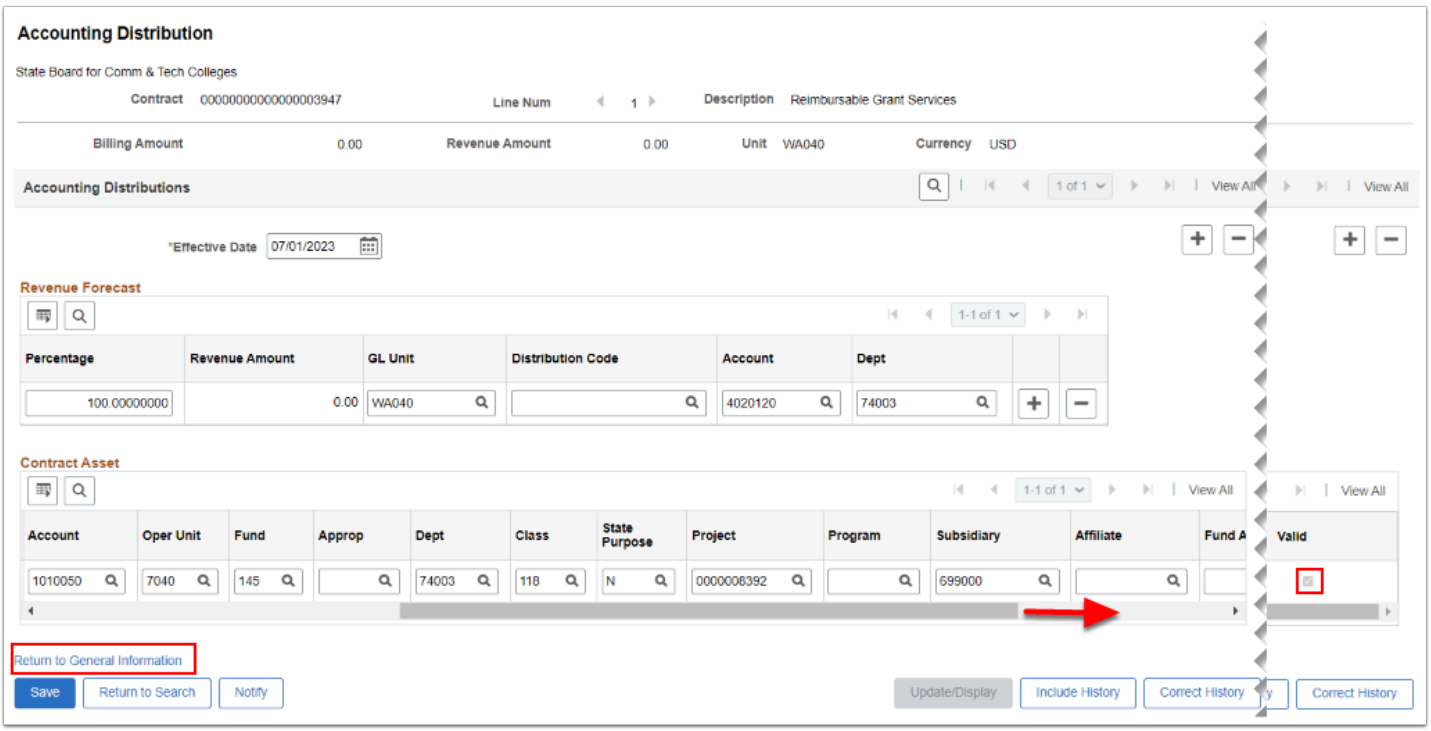
Note: The valid ChartString in the Contract Asset section. This will be inherited into Billing sort of like a place-holder. If you have multiple Projects to select from within

your Grant, colleges usually select the Primary Project's ChartString. Primary Projects are marked with an asterisk.

12. A message displays 'Contract Asset accounting distribution has been changed.' Select **OK.**

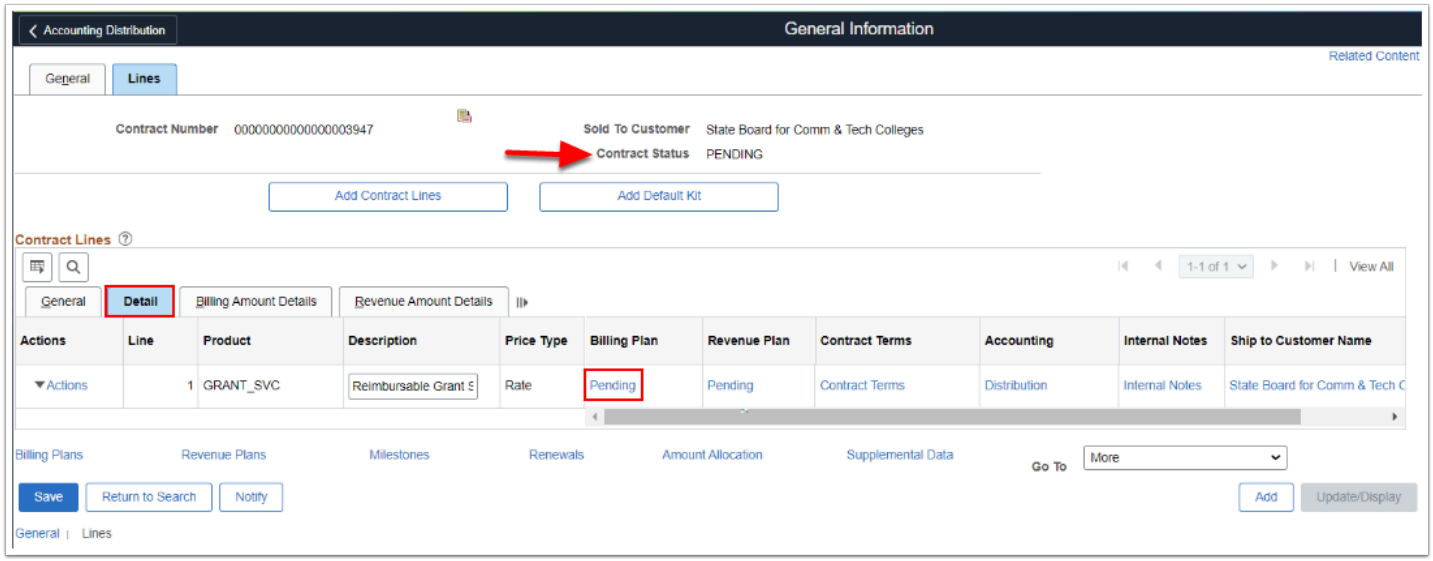


13. Use the scroll bar to scroll all the way to the right to verify if the Contract Asset line is marked as **'Valid'.**
14. Select the **Return to General Information** link. The **Lines** tab displays.

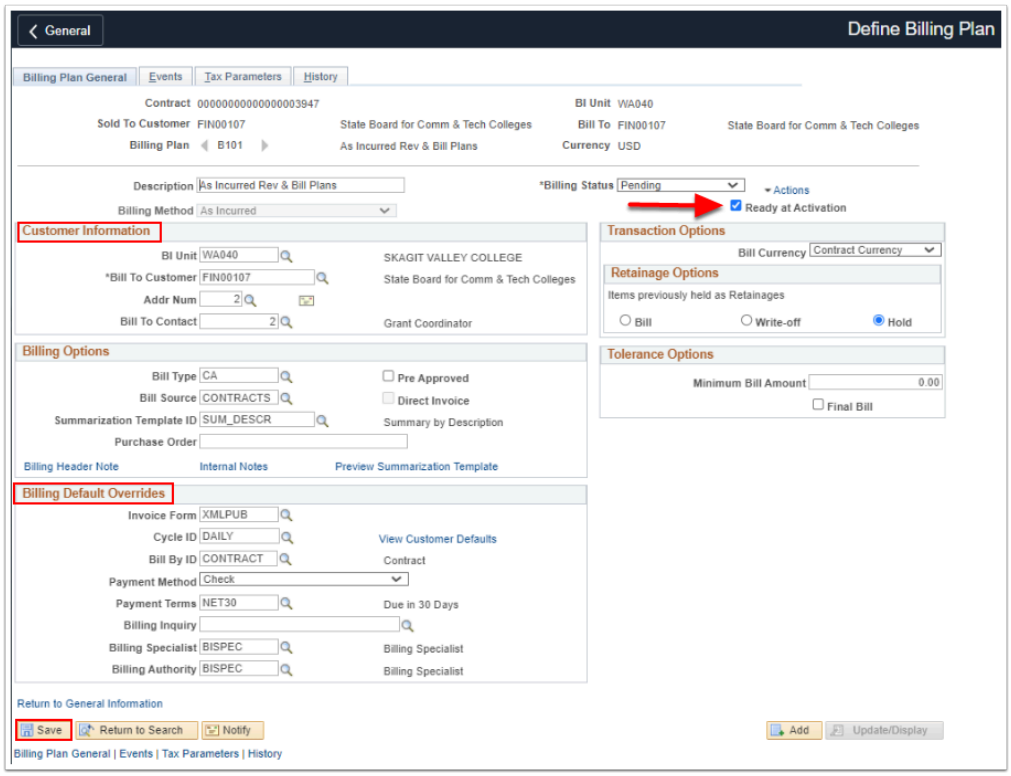


15. The **General Information** page displays. Select the **Lines** tab.
16. In the **Contract Lines** section, select the **Detail** tab.
17. Select the Billing Plan **Pending** link.

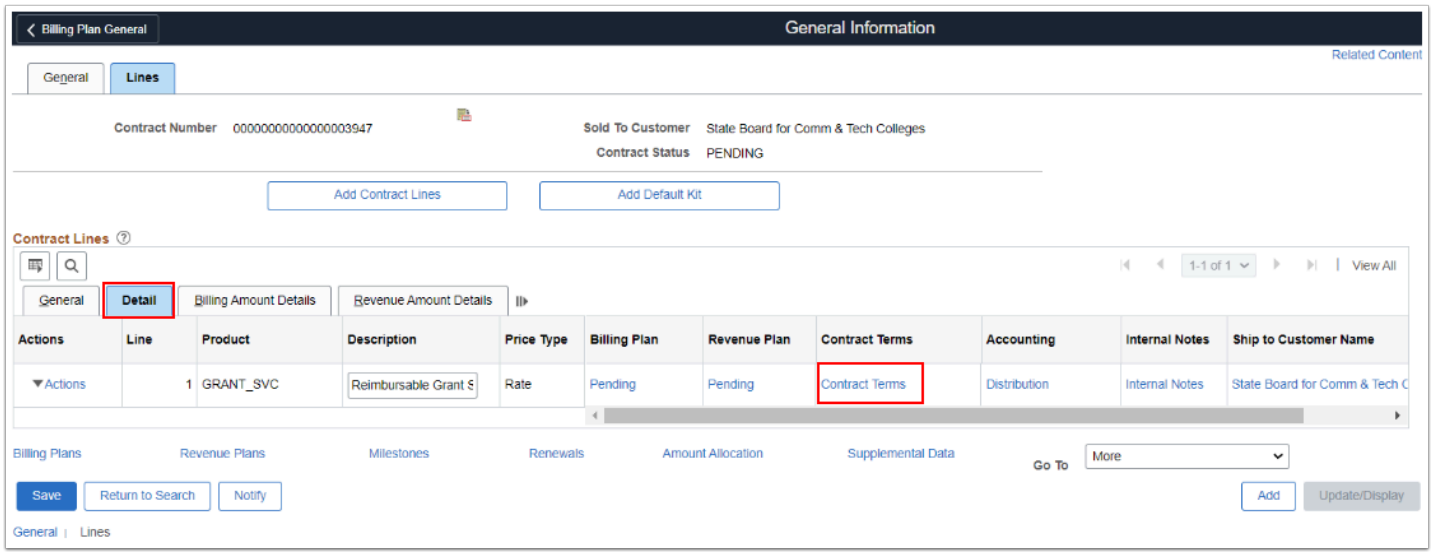
Notice the Contract Status is '**Pending'.** Verify both the Bill Plan and Revenue Plan are also both '**Pending**'. Note the Billing manages Revenue. Having the Billing Status at 'Pending' and the 'Ready at Activation' box checked, this will allow the Bill Plan to become activated when the contract is set to Active.



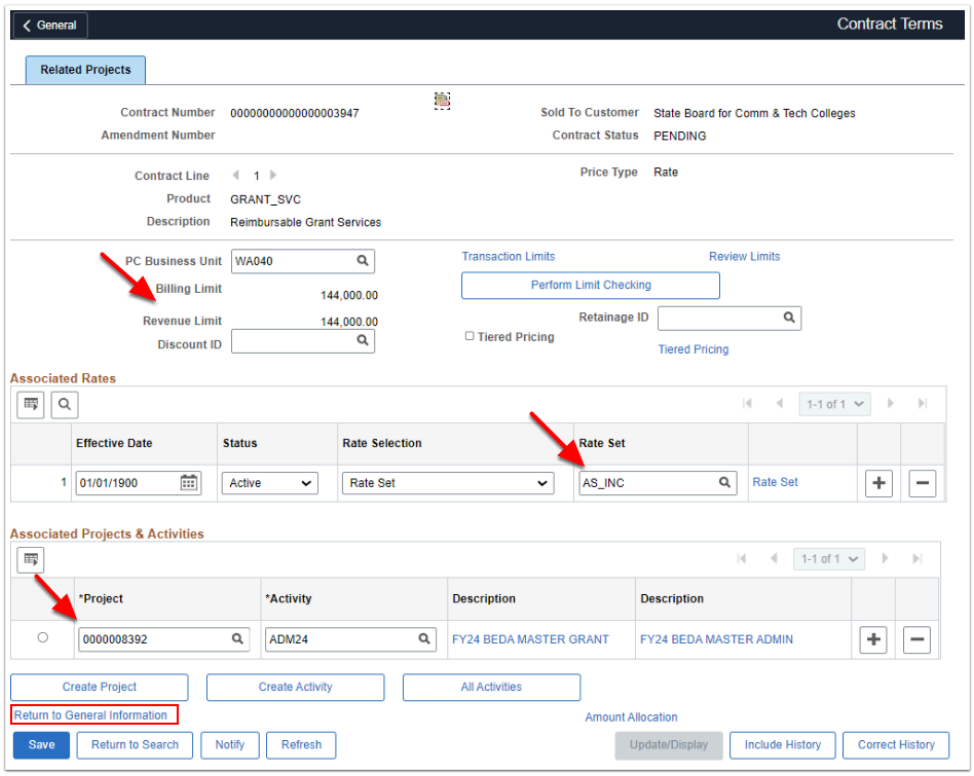
18. On the **Billing Plan General** tab, review the **Customer Information** and the **Billing Default Overrides** for any data that needs to be updated.
19. Select **Save.**
20. Select **Return to General Information.**



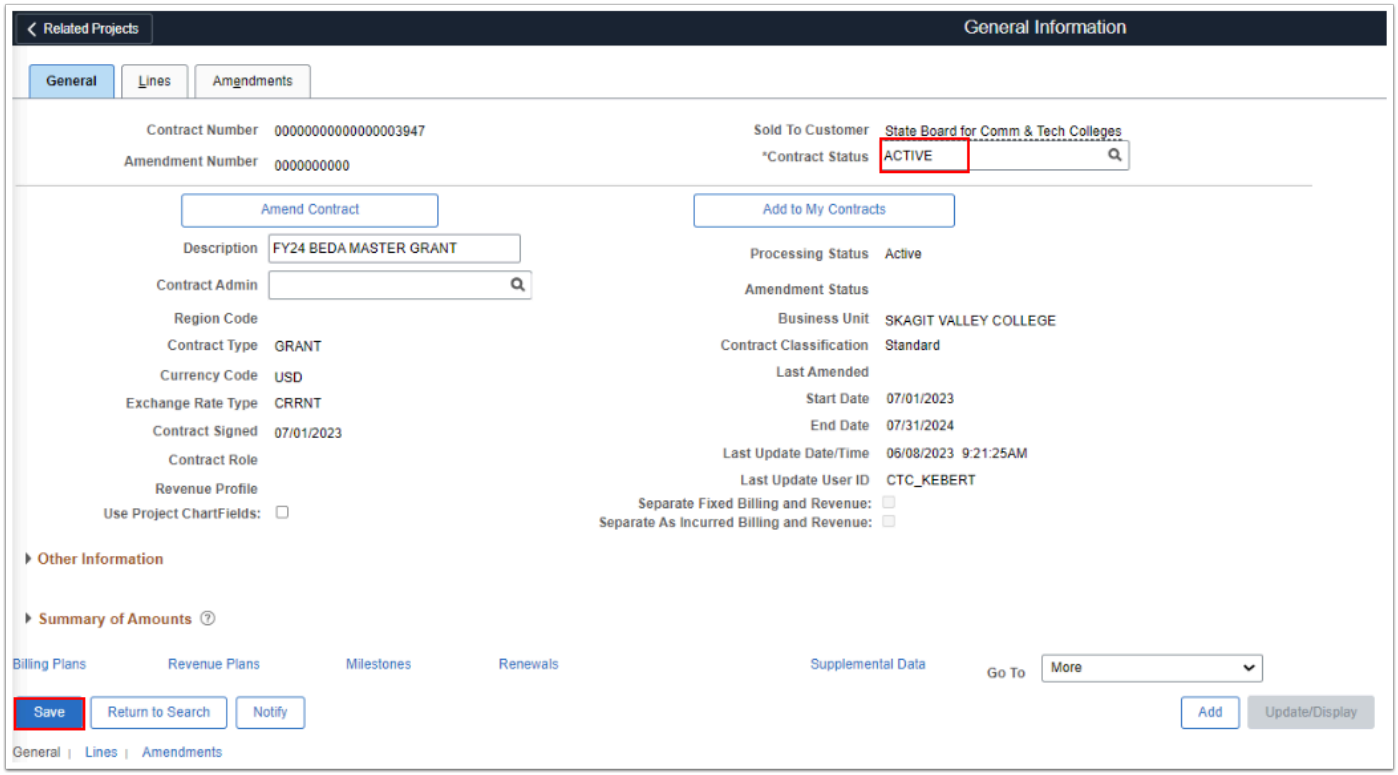
21. The **General Information** page displays. Select the **Lines** tab.
22. In the **Contract Lines** section, select the **Detail** tab.
23. Select the **Contract Terms** link.
24. The **Contract Terms** page displays



25. On the **Related Projects** tab, verify the following contract terms;
    a. Ensure the **Billing Limit** matches the award amount for the award.
    b. Verify the Rate Set is **AS_INC** for As Incurred or Reimbursable.
    c. Ensure that all **Associated Projects & Activities** are listed on this page.
26. Select the **Return to General Information** link.



27. Continuing on the **General Information** page, select the **General** tab.
28. Enter or use the look up icon to select the Contract Status to **Active.**
29. The page will automatically save, but select **Save.**



30. Section complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Finalize and Activate a Cost Reimbursable Contract. This link will open in a new tab/window.

Check with your local college business practice or supervisor for the process to setup applicable Combo Codes and/or Item Types. After expense transactions occur, the next step would be to follow the QRG Reimbursable Grant Contract Billing.