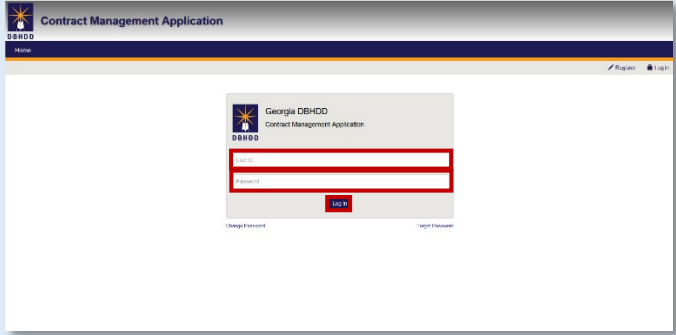
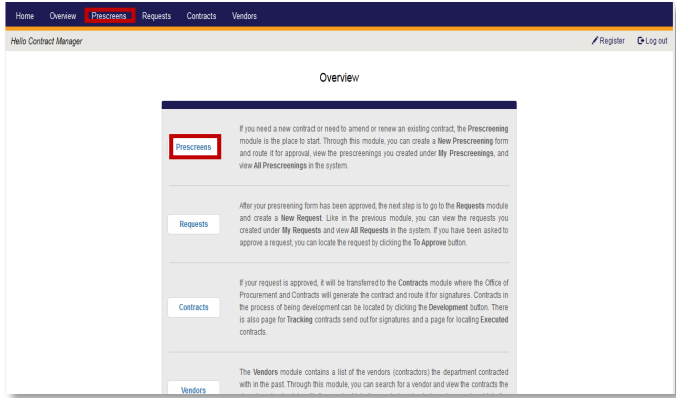


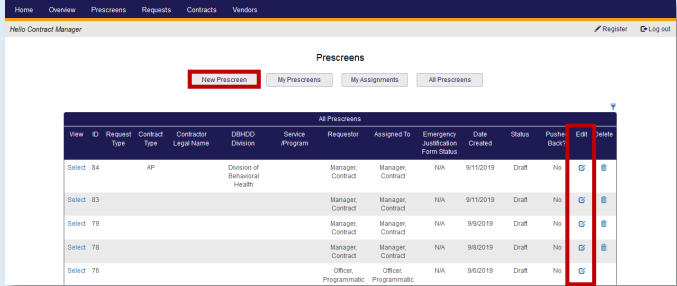
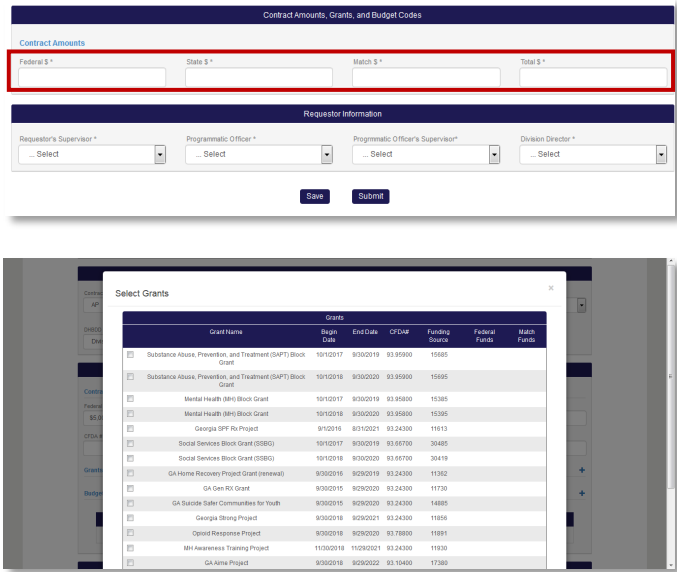


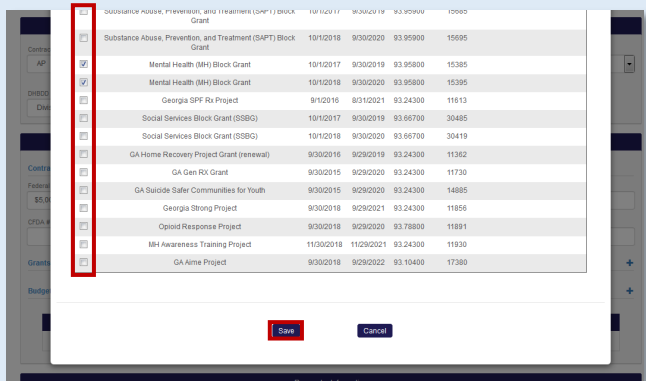

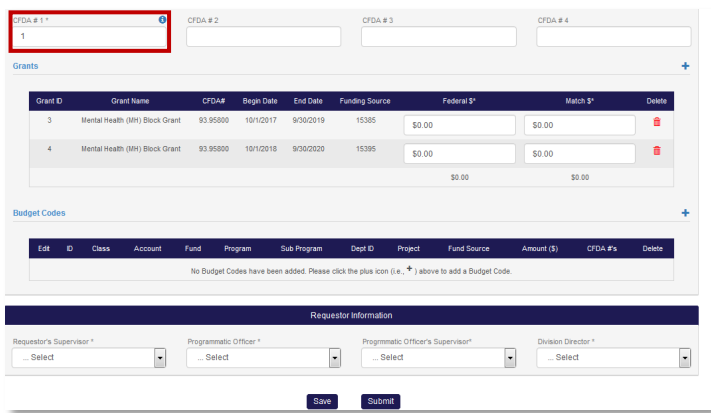
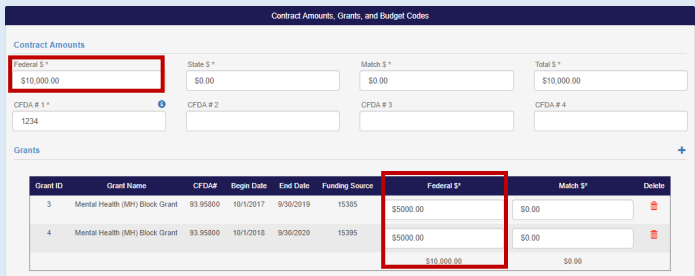
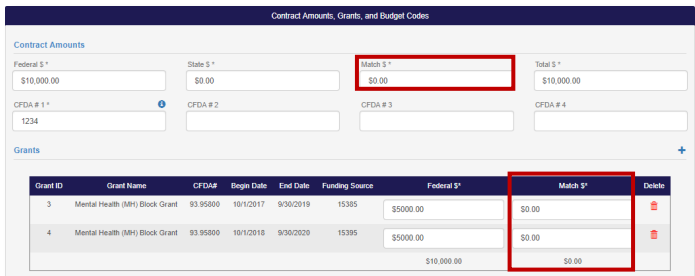
Entering Grant Information in A Prescreening Request When There Are Federal Funds

SUMMARY

This job aid shows how to enter Grant information in a Prescreening request when there are Federal funds.

Step	Action	Visual
1	<p>To log in to Contract Management Application, enter your User ID and Password.</p> <p>Select the Log In button. If the User ID and Password are entered correctly, the Overview page will open.</p>	
2	<p>To access the Prescreens, click the Prescreens link at the top of the page, or click the Prescreens button in the middle of the page.</p>	

Step	Action	Visual
<p>3</p>	<p>Selecting the Prescreens button takes you to the Prescreens page. There you will see several buttons: The New Prescreen button, the My Prescreens button, the My Assignments button, and the All Prescreens button.</p> <p>You will also see All Prescreens listed on this page.</p> <p>You can enter the information either in a new Prescreen or an existing Prescreen.</p> <p>For a new Prescreen, select the New Prescreen button at the top of the page. Then fill in the required fields.</p> <p>For an existing Prescreen, select the blue edit box for the Prescreen you are editing.</p>	
<p>4</p>	<p>To enter the grant information, navigate to the Contract Amounts, Grants, and Budget Codes section. All fields in this section are required.</p> <p>In the Contract Amounts subsection, when you enter an amount in the Federal \$ field that is greater than zero, a popup window will open with a list of grants to choose from.</p>	

Step	Action	Visual
5	Choose the grants that you want and select Save .	
6	Once the grants are selected, the Grants and Budget Code subsections appear as well as four CFDA # fields. CFDA # 1 field must be completed.  NOTE: Catalog of Federal Domestic Assistance (CFDA).	
7	If there are multiple grants in the Federal \$ fields within the Grants subsection, the total dollar amount for each grant must match the dollar amount in the Federal \$ field within the Contract Amounts subsection. If you need to add additional grants, select the Plus sign at the right of the Grants subsection.	
8	The Match \$ amount within the Contract Amounts subsection must match the Match \$ field total in the Grants subsection.	



Step	Action	Visual
9	The Total \$ field is the total of the Federal \$ field and Match \$ field amounts.	<p>The screenshot shows the 'Contract Amounts, Grants, and Budget Codes' form. Under 'Contract Amounts', there are four input fields: 'Federal \$' (containing \$10,000.00), 'State \$' (containing \$0.00), 'Match \$' (containing \$0.00), and 'Total \$' (containing \$10,000.00). Below this is a table of grants with columns for Grant ID, Grant Name, CFDA#, Begin Date, End Date, Funding Source, Federal \$, Match \$, and Delete. Two grants are listed, both with a Federal \$ of \$5,000.00 and a Match \$ of \$0.00. At the bottom of the table, the totals are shown as \$10,000.00 for Federal \$ and \$0.00 for Match \$.</p>
10	Select Save .	<p>The screenshot shows the 'Contract Amounts, Grants, and Budget Codes' form. The 'Grants' table is visible, showing two grants with a total Federal \$ of \$0.00 and Match \$ of \$0.00. Below the grants table is the 'Budget Codes' section, which is currently empty. At the bottom of the form is the 'Requestor Information' section, which includes dropdown menus for 'Requestor's Supervisor', 'Programmatic Officer', 'Programmatic Officer's Supervisor', and 'Division Director'. A red box highlights the 'Save' button.</p>