

Legacy Data Mapping to LaGov
– **Grant Sponsored Program Master Data**

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1. LaGov will email spreadsheets to Agencies for you to provide us with your **Grant Sponsored Program Master Data**. Use legacy data from your current award letters, spreadsheets and sub-systems to complete each spreadsheet.
2. Your data will be used to create your **Grant Sponsored Program Master Data** in LaGov.
3. Your **Agency's Due Date** for returning the completed information is located in the email.
4. [Section 4.2.3.5](#) of the Agency Implementation Guide outlines the concepts of Grant Sponsored Program Master Data.
5. The [LaGov Grant Sponsored Program Master Data](#) document contains instructions for completing the spreadsheet.
6. Click here to view the [Grant Sponsored Program Master Data SAMPLE Spreadsheet](#) that includes examples of the data needed.
7. Email your completed spreadsheet to: LaGov-ERP-Support@la.gov on or before the due date noted in your email.
8. Maintain the same SUBJECT line in your reply as the email to which the spreadsheet was attached so that we can accurately record your agency's response.

Please contact the LaGov team at LaGov-ERP-Support@la.gov if you need assistance or have any questions.