



Grant Sponsored Program Master Data – Agency Data Instructions

Introduction

The Sponsored Program is the structure used to control and monitor transactions based on the sponsor's external programs. Sponsored Programs are grant specific. Before you begin assigning a number to the sponsored program, identify the earmarking requirements for the grant. For instance, a grant may have a requirement for the State to expend no more than a certain percentage for Administration, a set amount or percentage for State Level Activities and a certain amount or percentage for flow thru or flow out to eligible sub-recipients. These earmarking requirements or any activity that has to be budgeted and accounted for separately is referred to in SAP as the Sponsored Program. Sponsored Programs are programs set or agreed upon by the sponsor at the time of the grant award/agreement.

Spreadsheet Definition & Data Instructions

Below are requirements that must be followed when completing the Sponsored Program Mapping Spreadsheet:

1. Enter a line number. Assign each program an individual line number.
2. Enter the corresponding grant number from the Grant Master spreadsheet.
3. Enter the sponsored program number. The Sponsored Program number consists of the first eight (8) characters of the grant master number followed by a (2) two-digit sequential number for each Sponsored Program. If one of these external programs or major requirements has further breakouts or sub-programs such as the example below for State Level Activities, a separate Program number is assigned to each sub-program which can be rolled together in a grouping. If Sponsored Programs need to be grouped, specify that in the Group column.

A typical numbering sequence may be:

- U107000101 - (Program 01) - Administration
- U107000102 - (Program 02) - State Level Activities - Assessment
- U107000103 - (Program 03) - State Level Activities - Technical Assistance
- U107000104 - (Program 04) - State Level Activities - Professional Development
- U107000105 - (Program 05) - Flow Thru Funds to Sub-Recipients



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For grant funded projects, each Sponsored Program is equivalent to each project phase in SAP. Examples of phases are:

- CR.000001.1 – Planning/Feasibility
 - CR.000001.2 – Design
 - CR.000001.3 – Row/Land Rights
4. Enter the description of the program. Enter the name of the Sponsored Program.
 5. Enter the fund center. The Fund Center will account for revenue and costs for the Sponsored Program. It has a 1:1 relationship with the Cost Center which is the organizational unit within a controlling area that represents a revenue and cost collector for more permanent activities or areas of responsibility.
 6. Enter the functional area. The Functional Area is reserved to account for Executive Directives or to capture costs by parishes (see tab in spreadsheet for parish functional area numbers). In most cases, this item will be "Not_Relevant".
 7. Enter the funded program number. The Funded Program number consists of the Sponsored Program and the Fund Center number. An example of a Funded Program for a grant may be P107000101.1072011000 where the first string of numbers is the Sponsored Program and the second string is the Fund Center. For Grant Funded Projects, the Funded Program will be the same numbering scheme as the project phases and the Sponsored Programs.
 8. Specify if any sponsored programs need to group for reporting.



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1.	Line #	Assign individual line number for each program.
2.	Grant #	Enter the corresponding grant number from the Grant Master spreadsheet.
3.	Sponsored Program	This will be the first (8) characters of the grant number and a sequential two (2) digit number. Example: <u>U107000101</u>
4.	Program Description	Enter the description for the program. This field is limited to 30 characters. Examples would be: <u>Administration; State Level Activities – Assessment;</u> <u>State Level Activities – Technical Assistance;</u> <u>State Level Activities – Professional Development;</u> <u>Flow Thru Funds to Sub Recipients</u>
5.	Fund Center	Enter the Fund Center number that will account for the costs for the program. Example: <u>1072011000</u>
6.	Functional Center	Enter the Functional Center. If not utilized, insert "NOT_RELEVANT".
7.	Funded Program	Insert the Funded Program number. Example: <u>U107000101.1072011000</u>
8.	Group	Specify if any Sponsored Programs need to be grouped for reporting.