



Introduction

Spreadsheet Detailed Instructions

One of the primary purposes of the Grant Master upload spreadsheet is to document the customary administrative requirements for each grant. It will be used to collect specific information about the grant; such as, the grant type, effective dates of the grant, amount of the grant, CFDA number if applicable, and certain billing rules. This information is necessary to set the grant up in the LaGov Grants Management module.

Below are requirements that must be followed when completing the Grant Master Mapping Spreadsheet:

1. Enter a line #. Assign each grant an individual line number. This is to distinguish each grant's master data.
2. Enter a grant #. Assign each grant a unique grant number according to the grant naming convention examples below. Extensive details of the grant naming convention are discussed in the AIG chapter.
 - O - Other/Private Grant
 - O1610001.1012
 - P - U.S. Federal Pass through (used for GTR only)
 - P1610001.1011
 - U – U.S. Federal Government Grant
 - U1610001.1013
3. Enter the grant type. Use the following symbols to signify the appropriate grant type:
 - O - Other/Private Grants
 - Grants from Foundations
 - Grants from Private Corporations
 - P - Pass through Grants (used for GTR only)
 - Grants that will pass funds to sub-recipients through the Grantor module in LaGov
 - U – U.S. Federal Government Grants
4. Enter the assigned Customer/Sponsor number from the Sponsor tab on the attached spreadsheet. Each Customer/Sponsor will have a unique customer number in LaGov to identify it on your grant. The grant sponsor is the business partner (awarding agency) that will be linked to the Accounts Receivable (AR) Module in order to run the billing functionality.



5. Enter the award type for the grant. Use the following classifications for each grant. Note that a grant may be classified with multiple types, but only one type can be entered in the master record for each grant.
 - A – Formula Grants
 - B – Project Grants
 - C – Direct Payments for Specified Use
 - D – Direct Payments with Unrestricted Use
 - H – Sale, Exchange, or Donation of Property and Goods
 - J – Provision of Specialized Services
 - K – Advisory Services and Counseling
 - L – Dissemination of Technical Information
 - M – Training
 - N – Investigation of Complaints
 - _____ (if not listed above)
6. Enter the name of the grant. Enter the full name of the grant.
7. Enter a brief description of the purpose of the grant award. Give enough detail in order for someone not familiar with the grant to have a high level understanding of the functions of the grant.
8. Enter the grant value. Enter the total dollar amount of the grant award for the entire funding period of the grant.
9. Enter the valid from date. The effective date of the grant award.
10. Enter the valid to date. The ending date of the grant award.
11. Enter the external reference. This field is to be used for the sponsor's assigned grant number, if applicable.
12. Enter the CFDA number. If a federal program, enter the appropriate CFDA number.
13. Enter an internal reference. This is a free field to enter notations of matching sources, in-kind match, contract numbers used for match, etc.
14. Indicate the funding origin of the grant. This field is going to be used to indicate whether the grant is pass-through. Enter No Pass Thru, Full Pass Thru, or Part Pass Thru.
15. Indicate if the grant allows pre-award postings. If the grant allows for pre-award costs, indicate with an "X". Otherwise, leave blank.



16. Enter the grant FY variant. The fiscal year of the awarding agency.
 - 01/01 – 12/31
 - 10/01 – 09/30

17. Enter the billing rule for the grant. Options include Manual Billing or Resource Related Billing (RRB) “automatic billing” on a Payment Basis, Expense & Accrual Basis or Commitment Basis. Enter one of the following:
 - Manual Billing
 - Payment Basis - Resource Related Billing (RRB) “automatic billing”
 - Expense & Accrual Basis - Resource Related Billing (RRB) “automatic billing”
 - Commitment Basis - Resource Related Billing (RRB) “automatic billing”

18. Enter the budget availability control. Indicate the grant’s budget control requirements. Where should the grant’s budget be controlled?
 - Control budget at the grant level
 - Control budget at the sponsored program level
 - Control budget at the sponsored class level

19. Enter the cost sharing rule. Indicate if the grant has a cost share or matching requirement and if it is based on Total Direct Cost or Total Grant Cost.

20. Enter the cost share rate. The cost share or matching rate required by the grant. If the grant is 75% federal funds and 25% state funds, put 25%.

21. Enter the indirect cost (IDC) rule. Indicate the IDC rule for the grant. This should tie in with the billing rule selected above. Enter one of the following:
 - Payment Basis
 - Liability Basis
 - Commitment Basis

22. Enter the overhead cost limit (IDC Cap). Enter the maximum Indirect Costs that can be billed to the grant, if applicable. If the grant has indirect cost, this is the total dollar amount that can be charge to the grant for indirect cost.
 - Grant Award \$100,000, IDC rate %7.125
 - The IDC Cap for this grant would be \$7,125.00 or whatever amount the grant award stated.

23. Enter the type of LaGov fund needed for the grant. Will these grant funds need to be restricted due to being advanced for a specific purpose? Enter NR for Non-restricted fund and R for restricted fund.



24. Enter the legacy fund number and means of financing used to fund the cost sharing of this grant.
This could be general fund, self-generated revenue, a statutory dedicated fund, or any other fund the agency uses for means of financing.

25. Enter a fund for program income. If this grant receives program income, enter the fund and/or means of financing that will be receiving the program income.



Quick Reference for Example Spreadsheet

La Gov Data		
1.	Line #	Assign individual line number for each program. Example: <u>1</u>
2.	Grant #	Assign a unique grant number to the grant. Example: <u>U1610001.1011</u>
3.	Grant Type	Enter the grant award type. Example: <u>U</u> for a U.S. Federal Government Grant
4.	Sponsor	Enter the assigned customer/ sponsor # from the tab on the spreadsheet. Example: <u>10000015</u>
5.	Award Type	Enter the award type for the grant. Example: <u>A</u> for a Formula Grant
6.	Name	Enter the full name of the grant. Example: <u>Coop. Forestry Res.</u>
7.	Description	Enter a brief description of the purpose of the grant award. Example: <u>To assist a program of State forestry research at...</u>
8.	Grant Value	Enter the total amount of the grant award for the entire funding period of the grant. Example: <u>\$239,000.00</u>
9.	Valid from Date	Enter the effective date of the grant award period. Example: <u>1/1/2010</u>
10.	Valid to Date	Enter the ending date of the grant. Example: <u>12/31/2011</u>
11.	External Reference	Enter the sponsor's grant number if applicable. Example: <u>100-435-99</u>
12.	CFDA Number	Enter the CFDA number if applicable. Example: <u>10.202</u>
13.	Internal Reference	Enter an internal reference notation if applicable. Example: <u>In-kind contract LSU AG</u>
14.	Funding Origin	Indicate the funding origin for the grant. Example: <u>No Pass Thru</u>



15.	Allow Pre-Award Posting	Indicate with an "X" if the grant allows pre-award costs. Otherwise, leave blank. Example: X
16.	Grant FY Variant	Enter the fiscal year of the awarding agency. Example: 10/01-09/30
17.	Billing Rule	Enter the billing rule for the grant. Example: Payment
18.	Budget Availability Control	Enter the Budget Control requirements. Example: Program
19.	Cost Sharing Rule	Enter if the grant has a cost sharing (matching) requirement. Example: Total Direct Cost
20.	Cost Share Rate	Enter the cost sharing (matching) rate if applicable. Example: 20%
21.	IDC Rule	Indicate the IDC Rule for the grant. This should tie in with the Billing Rule. Example: Payment
22.	Overhead Cost Limit-IDC Cap	Enter the maximum Indirect Costs that can be billed to the grant, if applicable. Otherwise, leave blank. Example: \$41,800
23.	Fund	Enter the type of LaGov fund needed for the grant. Example: NR
24.	Fund-Cost Sharing	Enter the legacy fund number and MOF associated with cost sharing. Example: A28/SD, or 161/SG
25.	Fund-Program Income	Enter the legacy fund and MOF that will be receiving any program income, if applicable. Example: 161/FED