**Task ID: GM003**

# Name: Institutions

# Due Date: January 25, 2012

**Complexity:**

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**Priority:**

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**Resources:**

The following agency contacts should be involved in completing this task:

* Projects Manager
* Grants Manager

**Applicable Agencies:**

* All agencies using the Grants module in SMART

**Overview:**

The Grants module provides a way to maintain information related to grants for the entire life-span of the grant, from pre-award to award to closeout. The pre-award functionality of the module is primarily related to the grant proposal development and approval process. During this phase, the grant application is developed and submitted to the federal agency (or other sponsor) for approval and award. Once awarded, the proposal will become the award and financial tracking and reporting can begin. In order to configure the system with information that best fits with your business needs we are requesting your assistance with some basic information.

Agencies that want to use the pre-award functionality of the SMART system will use the Grants module to enter and track grant proposals. The Institutions pages are the pages that store information about you, the agency who is applying for the grant. The Institutions pages of the Grants module provide a data entry point that stores an agency’s general grant-related information, including legal name, address, contacts, institution type, F&A rates, audits and certification/compliance status. When an agency creates a proposal in the Grants module, the institutional information is automatically associated.

Even if you are not using the Grants module for pre-award grant proposal development, you may still want to use it to track your grant award. The Grants module provides you with the ability to store information related to your agency and the general grant related information that your sponsor requires, such as various certifications, audit information, authorized agency officials, etc. This type of information is typically fairly static, except for dates, and is useful to have on hand in an electronic format for future grant proposal preparation, and to document A-133 compliance for the current grant award.

**What will the SMART Team do with this information:**

The SMART Project Projects/Grants Team will configure the Institution pages in the Grants module with agency-specific values, which will provide institutional information associated with an agency’s proposals.

**Action Required:**

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| **1. Verify that Microsoft Excel has been loaded on your computer and is functional. You will need it to complete this task.** |

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| **2. Open the SMART Institution Template (GM003\_Institutions.xls).** |

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| **3. Complete the Agency information on the “Questions” tab (Agency Name, Prepared By, Title & Email Address). This information will auto-populate on the other tabs.** |

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| **4. Answer the question on the “Questions” tab. Based on your answers to the questions, that will determine whether you need to complete all of the questions on the “Questions” tab.** |

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| **5. Based on your answer to the question from the “Questions” tab, you may need to complete the various tabs.** |
| *On the “General Information” tab, complete a listing of your agency's general information, including name, address, and grant applicant type* (e.g., *State Government, Nonprofit with 501C3 IRS Status).*  *On the “Contacts” tab, complete a listing of your agency’s contact information that you would like to use in the Grants module:*   * *EMPLID = Employee ID of the contact (same as in SHaRP)* * *Job Code = Same as the job codes in SHaRP*   *On the “Audits” tab, complete a listing of your agency's most recent fiscal year grant-related audits, the entity requesting the audit, the entity performing the audit, audit duration and report dates and audit report ID. Include as many audits as you choose. This information is optional.*   * *Program Coverage = What program(s) does the audit cover? If it was the annual A-133 audit, you may use "ALL"* * *Sponsor = What organization required or requested the audit? If it was the annual A-133 audit, you may use the federal agency who provides you with the most grants.*   *On the “Certifications” tab, complete a listing of your agency's current grant-related compliance certifications. For each certification, identify which sponsor requires it, whether your agency is compliant, the certification granted and expiration dates and the certification reference number (e.g. protocol number for human subjects).*  *On the “Fringe Rates” tab, complete a listing of your agency’s fringe benefit rates used during grant proposals. Identify the fringe rate percentage and what type of rate it is (Regular, Temporary,or Other). If your agency budgets using actual fringe rates by employee, you do not need to complete this tab.*  *If you have any questions while completing this task, you may contact the SMART Projects/Grants Team at Sarah.Tongier@da.ks.gov. Please include “Grants Configuration” in the subject line of your email.* |

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| ***6. Save your final document.*** |
| *File Name = XXX\_GM003\_Institutions*  *\*Replace XXX with your agency number.* |

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| ***7. Submit the final document.*** |
| *Once the task is complete, e-mail\* the finalized document to the SMART Projects/Grants Team at* [*Sarah.Tongier@da.ks.gov*](mailto:Sarah.Tongier@da.ks.gov)*.*  *\*Please include the Task Name and Agency in the subject line of your email.* |

**Supporting Materials & Resources:**

* Your agency’s federally-negotiated F&A rate agreement
* Grant audit documents
* Grant certification information