STANDARD OPERATING PROCEDURES (SOP) FOR GFMIS GRANTS 3.0 UAT/TRAINING

SOP 2: Associating Awards to Subrecipient Grant

1. Navigate to Grants > Subrecipient Grants.
2. (Overview Tab) Enter a value into the **Name** and **Description** Fields. ***
3. Click the Subrecipient Tab.
4. Locate created Subrecipient Grant and click the check box, then use **Run Row Action**.
5. Navigate to Subrecipient Details Tab and locate the **Grid Section** (bottom of document).
6. Click the '**+**' button which will add a new row (you may add more than one, if required).
7. Fill in the Award Fields.
    a. Fields to Fill in (per Award):
    Award ID
    Contract #
    Status
    Start Date
    End Date
    Total Subrecipient Grants Funded
8. **Save**.
9. Click the **Submit** button and select **Approve**, then click **Confirm** button.
10. Task Completed.

TIP's* **	*In the subrecipient grant management grid, you can click the column heading and sort the data by the column heading.... e.g. clicking Name sorts the subrecipients by name.*
	*** *(Overview Tab) Name and description in the overview tab are simply documentation before you press the submit button. It is used in the audit log to keep track of the permanent changes to the database. This can be performed in the beginning or end. If it is done in the beginning, you won't forget to do it after the task is completed. easier to explain your description field and create a document name.*
	use the filter icon to quickly search for the subrecipient you want to view or change.

	if you hover over the grant tab, you will see menu options that include subrecipient grant, invoices, and grant expenditures.