

# PM1001 – Grant and Contract Control Table

Required table. Codes defined by colleges.

Use the Grant and Contract Control Table to identify:

- project numbers
- project types
- project titles
- specific information concerning each grant or contract, for example, start and end dates; the sponsoring agency; billing information; and contacts

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## Grant and Contract Control Table - Screen One

Required table. Codes defined by colleges.

Screen One allows you to enter, edit and maintain detailed information about grants and contracts

**Note:** The Project Number Table (GA1042) must be built before the Grant and Contracts Control Table.

### User Function Keys

F1	REFRESH
F2	ADD
F3	CHANGE
F4	INQUIRY
F6	NEXT FORM
F8	MENU

### Data Fields

<a href="#">NUMBER</a> (key field)	<a href="#">ACCOUNTS RECEIVABLE ID NUMBER</a>
<a href="#">PROJECT TYPE</a>	<a href="#">INDIRECT RATE</a>
<a href="#">TITLE</a>	<a href="#">INDIRECT LIMIT</a>
<a href="#">PROJECT STATUS</a> (entry required)	<a href="#">GRANTOR/CONTRACTOR</a>
<a href="#">START DATE</a>	<a href="#">CONTACT PERSON</a>
<a href="#">END DATE</a>	<a href="#">PHONE</a>
<a href="#">FEDERAL AGENCY</a>	<a href="#">RESPONSIBLE DEPARTMENT</a>
<a href="#">FEDERAL CATALOGUE</a>	<a href="#">PROJECT DIRECTOR</a>
<a href="#">STATE AGENCY</a>	<a href="#">AUTHORIZED SIGNATURE</a>
<a href="#">SUBGRANTEE</a>	<a href="#">TOTAL PROJECT BUDGET</a>
<a href="#">REIMBURSEMENT METHOD</a>	

### Number

<b>Definition</b>	Key field. A code defined by colleges identifying a grant or contract.
<b>Length</b>	4 characters

### Project Type

<b>Definition</b>	A code identifying a type of project.
<b>Length</b>	1 digit
<b>Values</b>	<p>Defined by SBCTC-ITD as follows:</p> <ul style="list-style-type: none"> <li><b>0</b> Agency operating projects</li> <li><b>1</b> Federal grants</li> <li><b>2</b> Capital projects</li> <li><b>3</b> Agency operating projects</li> <li><b>4</b> Agency operating projects</li> <li><b>5</b> Agency operating projects</li> </ul>

	<b>6</b> Agency operating projects
<b>Edit</b>	Must be valid on the Project Type Table (GA1041).

*Title*

<b>Definition</b>	A title defined by colleges identifying a project.
<b>Length</b>	20 characters

*Project Status*

<b>Definition</b>	Entry required. A code indicating the status of a project.								
<b>Length</b>	1 character								
<b>Values</b>	Defined by SBCTC-ITD as follows:  <table style="margin-left: 40px;"> <tr> <td><b>A</b></td> <td>Active (default)</td> </tr> <tr> <td><b>S</b></td> <td>Inactive/complete - suppress reporting</td> </tr> <tr> <td><b>I</b></td> <td>Inactive/complete - continue reporting</td> </tr> <tr> <td><b>D</b></td> <td>Delete</td> </tr> </table>	<b>A</b>	Active (default)	<b>S</b>	Inactive/complete - suppress reporting	<b>I</b>	Inactive/complete - continue reporting	<b>D</b>	Delete
<b>A</b>	Active (default)								
<b>S</b>	Inactive/complete - suppress reporting								
<b>I</b>	Inactive/complete - continue reporting								
<b>D</b>	Delete								

*Start Date*

<b>Definition</b>	A date identifying when a grant or contract is to start.
<b>Length</b>	6 digits
<b>Format</b>	YYMMDD

*End Date*

<b>Definition</b>	A date identifying when a grant or contract is to end.
<b>Length</b>	6 digits
<b>Format</b>	YYMMDD
<b>Edit</b>	Must be later than the date in the Start Date field.

*Federal Agency Number*

<b>Definition</b>	A code identifying the federal agency from which grant funds for a grant or contract are received.
<b>Length</b>	4 digits

*Federal Catalogue Number*

<b>Definition</b>	A code assigned by the sponsoring federal agency for each grant.
<b>Length</b>	9 characters

*State Agency Number*

<b>Definition</b>	A unique code identifying a state agency.
<b>Length</b>	3 characters

<b>Edit</b>	Must be valid on the State Agency Table (ZX0060).
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### *Subgrantee*

<b>Definition</b>	A code identifying the recipient of a pass-through grant.
<b>Length</b>	4 digits

### *Reimbursement Method*

<b>Definition</b>	A code identifying a method of reimbursement.
<b>Length</b>	1 digit
<b>Values</b>	<b>0</b> Advance by letter of credit <b>1</b> Actual cost reimbursement <b>2</b> Advance by treasurer check <b>4-9</b> College-assigned

### *Accounts Receivable Identification Number*

<b>Definition</b>	A code identifying an agency to be invoiced.
<b>Length</b>	6 characters
<b>Edit</b>	Must be valid on the AR Description Table (BM2001).

### *Indirect Rate*

<b>Definition</b>	A number identifying the indirect rate of overhead reimbursement for a grant.
<b>Length</b>	3 digits
<b>Format</b>	999

### *Indirect Limit*

<b>Definition</b>	A number identifying the maximum amount of indirect overhead reimbursement for a grant.
<b>Length</b>	6 digits
<b>Format</b>	999999
<b>Edit</b>	Must be greater than zero.

### *Grantor/Contractor*

<b>Definition</b>	The name of a grant or contract sponsor.
<b>Length</b>	30 characters

### *Contact Person*

<b>Definition</b>	The name of a contact person at a grant or contract sponsor's office.
<b>Length</b>	30 characters

### *Phone*

<b>Definition</b>	The telephone number for a contact person at a grant or contract sponsor's office.
<b>Length</b>	10 digits

### *Responsible Department*

<b>Definition</b>	The program index code, organization index code and title of a department administering a grant or contract project.
<b>Length</b>	3 characters; 4 characters; and 20 characters
<b>Edits</b>	The combination of program index code and organization index code must be valid on the Program Index/Organization Index Table (GA1062).

### *Project Director*

<b>Definition</b>	The name of a person within an agency administering a grant or contract.
<b>Length</b>	30 characters

### *Authorized Signature*

<b>Definition</b>	The name of a person authorized to sign for disbursement against a grant or contract.
<b>Length</b>	30 characters

### *Total Project Budget*

<b>Definition</b>	A number indicating the total dollar amount that can be expended for a grant or contract project.
<b>Length</b>	11 digits

## Grant and Contract Control Table - Screen Two

Screen Two is a free-form screen which allows you to add additional information regarding a grant or contract. This screen is accessed by pressing Next Form (F6) from Screen One.

**Note:** The Project Number Table (GA1042) must be built before the Grant and Contracts Control Table.

### User Function Keys

F1	REFRESH
F2	INSERT LINE
F5	PREVIOUS FORM
F8	MENU

### Data Fields

<a href="#">NUMBER</a> (protected field)	<a href="#">TITLE</a> (protected field)
<a href="#">PROJECT TYPE</a> (protected field)	<a href="#">LINE START</a>
<a href="#">PROJECT STATUS</a> (protected field)	<a href="#">REQUIREMENTS</a>

### Number

<b>Definition</b>	Protected field. A code defined by colleges identifying a grant or contract project. Displayed from Screen One.
<b>Length</b>	4 characters

### Project Type

<b>Definition</b>	Protected field. A code identifying a type of project. Displayed from Screen One.
<b>Length</b>	1 digit
<b>Values</b>	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> <li><b>0</b> Agency operating projects</li> <li><b>1</b> Federal grants</li> <li><b>2</b> Capital projects</li> <li><b>3</b> Agency operating projects</li> <li><b>4</b> Agency operating projects</li> <li><b>5</b> Agency operating projects</li> <li><b>6</b> Agency operating projects</li> </ul>

### Project Status

<b>Definition</b>	Protected field. A code indicating the status of a grant or contract project. Displayed from Screen One.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> <li><b>A</b> Active (default)</li> <li><b>S</b> Inactive/complete - suppress reporting</li> </ul>

	<b>I</b> Inactive/complete - continue reporting
	<b>D</b> Delete

*Title*

<b>Definition</b>	Protected field. A title defined by colleges identifying the complete name of a grant or contract project. Displayed from Screen One.
<b>Length</b>	20 characters

*Line Start*

<b>Definition</b>	The line number that will be used to begin typing.
<b>Length</b>	2 digits

*Requirements*

<b>Definition</b>	Narrative text describing additional or unique requirements for a grant or contract project.
<b>Length</b>	18 lines, 70 characters each