



TRACS Quick Reference Guide

Course 2: Grant Proposal and Project Statement Lesson 2d: Complete Project Statement

Step	Action
1	<p>Navigate to the Results & Benefits page.</p> <ol style="list-style-type: none"> If you are starting from the login point, click on the Performance Module to open the Dashboard page. <ol style="list-style-type: none"> Your grant should appear in the Recent Activities list and in the Reports, such as “My open grants”. Select the grant from the list to open the Grant Workflow page. Alternately, click on “Grants” from the Dashboard and then search for the grants by keywords in the title (or if entered, the SAP/PO FBMS #). Once you find the grant, click “Work on Grant” to open the Grant Workflow page. If you have just completed the Objectives, you will now be on the Results & Benefits page.
2	Enter the Results and Benefits . Then, click “Next Step”.
3	<p>On the Budget Narrative form, enter the following:</p> <ol style="list-style-type: none"> Budget Narrative: Copy/paste text and tables (and upload an attachment as needed). Note: If you are trying to copy and paste an Excel table embedded in a Word document, you will need to double-click on the embedded table from the Word document to open the Excel version prior to copying and pasting into TRACS. Equipment Narrative: Enter an equipment narrative (if applicable). Useful Life Narrative: Enter the useful life (if applicable). Is this a multipurpose grant? Select “Not applicable” or enter an explanation of how this grant is multi-purpose. A multi-purpose grant is defined as a grant that carries out the purpose of a single grant program and also carries either the purpose of another grant program, or an activity unrelated to the grant.
4	<p>On the Additional Info form, enter the following:</p> <ol style="list-style-type: none"> Does this grant have a relationship to other grants? Select “Not Applicable” or enter a description of the relationship between this grant and other work funded by other Federal grants that are planned, anticipated, or underway. Timeline: Enter the timeline (if applicable), which is an estimated schedule of significant milestones in completing the proposed activities. Click “Save & Exit”.
5	The Project Statement list opens. Click “Back to Grant Workflow”.
6	The grant workflow page will display. The Status bar will display in orange as “In Progress” if any required fields are missing. (Note clicking on the “See Status Details” will not display the validation errors as it does for the grant proposal – instead click “View Statement Approvals”).
7	<p>Once all of the required fields have been entered, the statement will automatically display with the “Awaiting Non-Federal Review and Submission” status.</p> <ol style="list-style-type: none"> Click on “View PDF” to print the PDF to be included in your grant application packet. Click on “Back to Workflow Overview” in the upper left. On the Grant Workflow page, the status bar will automatically change to green and display “Complete”. If the grant has additional project statements, select “Add/Edit Project Statements” and repeat the steps to add another project statement (refer to Lessons 2b-2d). Each project statement will go through the approval process (refer to Course 3: Approvals, Amendment and Award).