TRACS Quick Reference Guide

Course 3: Approvals, Amendment and Award

Lesson 3a: Project Statement Approvals

Step	Action
	Steps to View the Project Statement Approvals Page
1	After logging into TRACS, select the "**Performance**" module.
2	From the Dashboard, select the "**Grants**" icon. Note: The Recent Activities and Reports on the dashboard provide links to recent grants.
3	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.
4	From the Grant Workflow page, click "View Statement Approvals".
5	The Project Statements Approval List page opens. On this page, you can see the status of all of the project statements attached to the grant proposal. • **Statements Awaiting Completion:** If a Project Statement has missing items, it displays in the "Awaiting Completion" status section. Users assigned the "Performance Data Editor" role for the group associated with the project statement can edit or archive the project statement. • **Minor Correction**: Minor corrections can be requested by any user when the project statement is "Awaiting Federal Approval" or "Final Approved". Only users assigned the "Performance Data Editor" role for the group associated with the project statement can edit the statement to complete the minor corrections. • **Awaiting Non-Federal Review and Submission:** Once all required fields have been entered, the project statement automatically displays in the "Awaiting Non-Federal Review & Submission" status section. Users assigned the "Performance Data Editor" role for the group associated with the project statement can edit or archive the project statement. Users assigned the "Performance Non-Federal Approver" role for the group associated with the project statement will have access to "View/Submit for Approval". • **Awaiting Federal Review:** Once approved by the non-federal approver, the project statement displays in the "Awaiting Federal Approval" section. Users assigned the "Performance Federal Approver" role for the group associated with the project statement will have access to "View/Submit for Approval". The Project Statement cannot be edited, except for minor corrections. • **Final Approved:** Only users with the "Performance Federal Approver" role for the group associated with the project statement can click "Return to previous step". Any user with group access can request a minor correction or an amendment, but only the data editor can complete them. • **Archive**: Users assigned the Performance "Data Editor" and "Non-Federal Approver" roles for the group associated with the project statement can archive the project statement while it is "Awaiting Completion" or "Awaiting Non-Federal Review & Submission". Archiving soft deletes the project statement to preserve data that is not being used in this grant.
6	Each project statement will display on the table below its current status (the status is listed in the grey-blue box). • The table displays the following columns: project statement title, locale, # of objectives, point of contact (non-federal), and amendments (will display the amendment number if an amendment has been entered in TRACS).

	• The last column on the right displays “actions available for your role” (for example, users with the performance data editor role will have access to “edit statement” prior to approvals and users with approver roles will see a “View/Submit for Approval” or “Previous Step” option when available based on the project statement status).
	• Contacts marked to receive notifications in the grant proposal contacts will be notified of workflow transitions via system-generated email notifications (for example, the federal contact will receive an email notification when the project statement is pending federal approval).
	• All users (performance data editor, non-federal approver and federal approver) will have access to “View History” and “View PDF” at any stage in the approval process.
	• “View History” will display the full history of edits and workflow transitions for the Project Statement, including the event type, date, user information, and comments. The list is sorted from oldest to newest events. Click on the Event Date Column to sort with the newest at the top if desired. Select “Back to Previous Step” to return to the Approval List page.
	• “View PDF” will open the PDF of the Grant Proposal on a new tab.
	  o Note: the system generates the PDF for the entire grant proposal including all project statements (a PDF for each project statement is not available).
	  o The PDF will include blue links to websites or attachments, such as the Indirect Cost Statement.
	  o Select the download or print icons in the upper right as needed. The PDF may be downloaded anytime during the approvals process; however we recommend downloading the PDF once it has the status of “Final Approved” to include in the grant application package for upload into Grant Solutions.

Data Editor Workflow Steps	
1	If any items are missing, the project statement(s) will display in the “**Statements Awaiting Completion**” section. • The validation column will display a yellow missing data link with the number of missing items. Click on it to see a pop-up box with the missing item(s) details. • The “Go” link(s) for each missing item will open the corresponding page (note: only users with the “performance data editor” role for the group associated with the project statement will have access to edit the statement).
2	Once all of the required fields have been entered, the statement will automatically display in the “**Awaiting Non-Federal Review and Submission**” section (and if notifications are enabled, a system-generated email will notify contacts of the workflow transition).
Non-Federal Approver Workflow Steps	
1	On the Project Statement Approvals page, statements pending non-federal approval will display in the “Awaiting Non-Federal Review and Submission” table. Click “**View/Submit for Approval**”. • Only users with the “Performance Non-Federal Approver” role for the group associated with the project statement can complete these steps.
2	Review the PDF. To approve the statement, click “**Approved, submit for Federal review**”. Enter a comment (optional). Click “**Save & Exit**”. • If the project statement is not ready, click “Cancel”. The project will remain in the “Awaiting Non-federal Review and Submission” section, allowing users with the “Performance Data Editor” role to continue to edit it as needed. • The non-federal approver also has the option to archive the project statement from this page. Note: Users assigned the Performance “Data Editor” and “Non-Federal Approver” roles for the group associated with the project statement can archive the project statement while it is "Awaiting Completion" or "Awaiting Non-Federal Review & Submission". Archiving soft deletes the project statement to preserve data that is not being used in this grant.

3	Once approved, the Project Statement will display in the "Awaiting Federal Approval" section. If changes need to be made to the project statement, the non-federal approver will have options to "Return to Previous Step" or "Minor Correction", either will open the transition form. Select an option, enter a comment (optional), then click "Save & Exit". • "Return to Previous Step" will return the Project Statement to the "Awaiting Non-Federal Review and Submission" section, which allows the data editor to edit the statement as needed. • "Needs Minor Corrections" will move the Project Statement to the "Minor Correction" section for the data editor to complete. For more information, see "Lesson 3b: Enter a Minor Correction".
Federal Approver Workflow Steps	
1	On the Project Statement Approvals page, statements that display in the "Awaiting Federal Approval" are pending federal approval.
2	Click "**View/Submit for Approval**". Only users with the "Performance Federal Approver" role for the group associated with the project statement can complete these steps.
3	Review the PDF. To approve the statement, click "**Approved, with no changes requested**". Enter a comment (optional). Click "**Save & Exit**". • If minor corrections are needed, click "Needs Minor Corrections". This will move the Project Statement to the "Minor Correction" section for the data editor to complete. For more information, see "Lesson 3b: Enter a Minor Correction". • If the statement is <u>not</u> approved, click "Not Approved, other action required". Enter a comment (optional but recommended). Click "Save & Exit". The Project Statement will return to the "Awaiting Non-federal Review and Submission" section, allowing the data editor to edit the statement as needed.
4	Once approved, the Project Statement will display in the "Final Approved" section. At this point, the federal approver can move on to linking the FBMS award, see "Lesson 3d: Link to FBMS Award".
Minor Corrections vs. Amendment vs. Rescind Approvals	
	Once the project statement has started the approval process, the data is no longer editable unless you go through the process of rescinding approvals, a minor correction or an amendment. Note: The data editor can edit the grant proposal without rescinding approvals, going through a minor correction or an amendment, as long it is done prior to the FBMS award being linked to the grant. After the FBMS award has been linked to the grant, the grant proposal details are replaced with the awarded grant details. For more information, refer to the course manual and lessons 3b: Enter Minor Corrections, 3c: Enter Amendment, and 3d: Rescind Project Statement Approvals.