



# TRACS Quick Reference Guide

## Course 3: Approvals, Amendment and Award Lesson 3d: Link to FBMS Award

Step	Action
Steps to Link the Grant in TRACS to the FBMS Award	
1	<p><b>Best Practice Tip:</b> Once the grantor has approved and awarded the grant, the grantor obligates funding and monitors the grant to ensure program funds are used and accounted for properly and project goals and objectives are achieved. The grantor utilizes two financial systems to manage the fiscal side of the grant, including the Financial Business Management System (FBMS) and Grant Solutions. TRACS interfaces with the FBMS and Grant Solutions systems to pull in the financial information required for WSFR grant performance reporting. The grantor links the FBMS award to the grant in TRACS.</p> <p>The performance federal approver for the group associated with the grant is responsible for associating the funding source (FBMS Award) to a grant in TRACS. This step must be completed in order for the data editor to have access to enter the performance report.</p> <p>Starting from the login point, click the Performance Module to open the Dashboard page.</p> <ol style="list-style-type: none"><li>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.</li><li>Alternately, click “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.</li></ol>
2	From the Grant Workflow page, scroll down to section 3: Financial Information and click “Link to FBMS Award”. Only users with the “performance federal approver” role for the group associated with the grant will have access to link the award.
3	If the FBMS number was entered in the grant proposal details, the system will look for it in the list and display the details if found. Select either “This is the correct grant” or “This is not the correct grant” as applicable.
4	If the FBMS number was not entered in the grant proposal, search for it by number, then click the correct grant from the list by clicking on the plus sign on the right.
5	The funding source information page will display.
	<p>Enter the <b>Grant Specialists</b>. Identify the primary federal grantor contact(s) for this grant award. Enter the search parameters by First and Last Name or Email Address.</p> <ol style="list-style-type: none"><li>If the contact is not found, click “Create a New Contact”. Select the contact type as either Organization or Person. Fill out the required fields and click “Add Contact”.</li><li>The contact will display in the box. If applicable, click to send the contact notifications by sliding the bar from No to Yes. If yes is selected, the user will receive system-generated email updates regarding workflow transitions and approvals.</li><li>Note: If the contact information needs to be updated, contact the TRACS Help Desk at <a href="mailto:tracs-helpdesk@fws.gov">tracs-helpdesk@fws.gov</a> or call 1-844-40-TRACS (1-844-408-7227).</li></ol>



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7	<p>Fill out the funding information for the grant program(s) listed. Tip: The grant program may display the federal and non-federal split, ex. 75/25. The Funding Summary Totals will update based on the amounts entered.</p> <ul style="list-style-type: none"><li>• The <b>Applicant</b> amount is the funding/match from the applicant (such as the state).</li><li>• The <b>State</b> amount is the funding/match from another state agency or entity.</li><li>• The <b>Local</b> amount is funding from a local entity, such as a city or municipality.</li><li>• The <b>Other</b> amount is from another funding source, such as a university, tribe, non-profit organization, etc. This section will auto-populate after the other funding sources are added below.</li><li>• <b>Program Income</b> is the gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. This section will auto-populate after the program income information is added below.</li></ul>
8	<p>If applicable, add the contact(s) for the <b>Other (3rd Party) Funding Sources</b>. 3rd Party Funding Sources may include state or federal government agencies, non-profit organizations or industry partners. Enter the search parameters by the first three letters of the name (such as “Duc” for Ducks Unlimited). Click “Create New Contact” if not found.</p> <ul style="list-style-type: none"><li>• The contact(s) will display in the 3rd Party Funding Sources table. Enter the 3rd Party amount in the Federal or the non-Federal sections based on the type of 3rd Party entity.</li><li>• If applicable, select if the funds are part of a cost share by sliding the bar from No to Yes. Cost share is used to finance part or all of the non-federal matching requirement.</li><li>• As this section is completed, the amounts will be automatically added to the grant summary totals.</li></ul>
9	<p>If applicable, fill out the <b>Program Income</b> section. Program Income is the gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance.</p> <p>a. Enter the amount by type (the amounts will be automatically added to the grant summary totals).</p> <ul style="list-style-type: none"><li>• <b>Additive</b>: Additive is the default method of program income disposition for institutions of higher education (IHEs) and nonprofit research institutions. Funding used in accordance with the additive method must be approved in award (per 2 CFR 200.307 and 50 CFR 80.120-126).</li><li>• <b>Deductive</b>: Unless otherwise approved in the grant award, use of program income defaults to deductive for States. Funding used in accordance with the deductive method shall not exceed total approved award amount (per 2 CFR 200.307 and 50 CFR 80.120-126).</li><li>• <b>Cost Share</b>: Gross program income is used to finance part or all of the non-federal matching requirement.</li></ul> <p>b. Fill out “<b>How was the program income generated?</b>”</p>
10	Select “Save & Exit”.
11	The Financial Information section will display as “Complete” (green) on the grant workflow page.