



Business Process Flowchart

Grantee Management

Packet Description

The Grantee Packet describes the entry of budgets, posting overhead, billing grants, and receiving payments.

MAGIC Roles

The MAGIC Roles used in these flows are:

- GM - Grant Master Data Maintenance Agency
- GM - Grant Master Data Maintenance
- GM - Grant Budget Entry Administration
- GM - Grant Approver
- GM - Grant Billing Administration
- GM - Grant Indirect Cost Processor
- IO - Internal Order Administration
- GM - Grant Budget Approver

A description of each role can be found on the [MMRS Website](#).

MAGIC Flows

The individual MAGIC flows that are included in this packet are:

- Grant Internal Order Process
- Grantee Lifecycle
- Grantee Lifecycle - Pass through grants
- Grant Receivables and Indirect Cost Calculation

Help or Questions

Click [here](#) to learn how to read a MAGIC Business Flowchart.

If you have a question, please use the [MAGIC Feedback](#) webpage to submit your question.



Business Process Flowchart

Grantee Management

Significant Changes

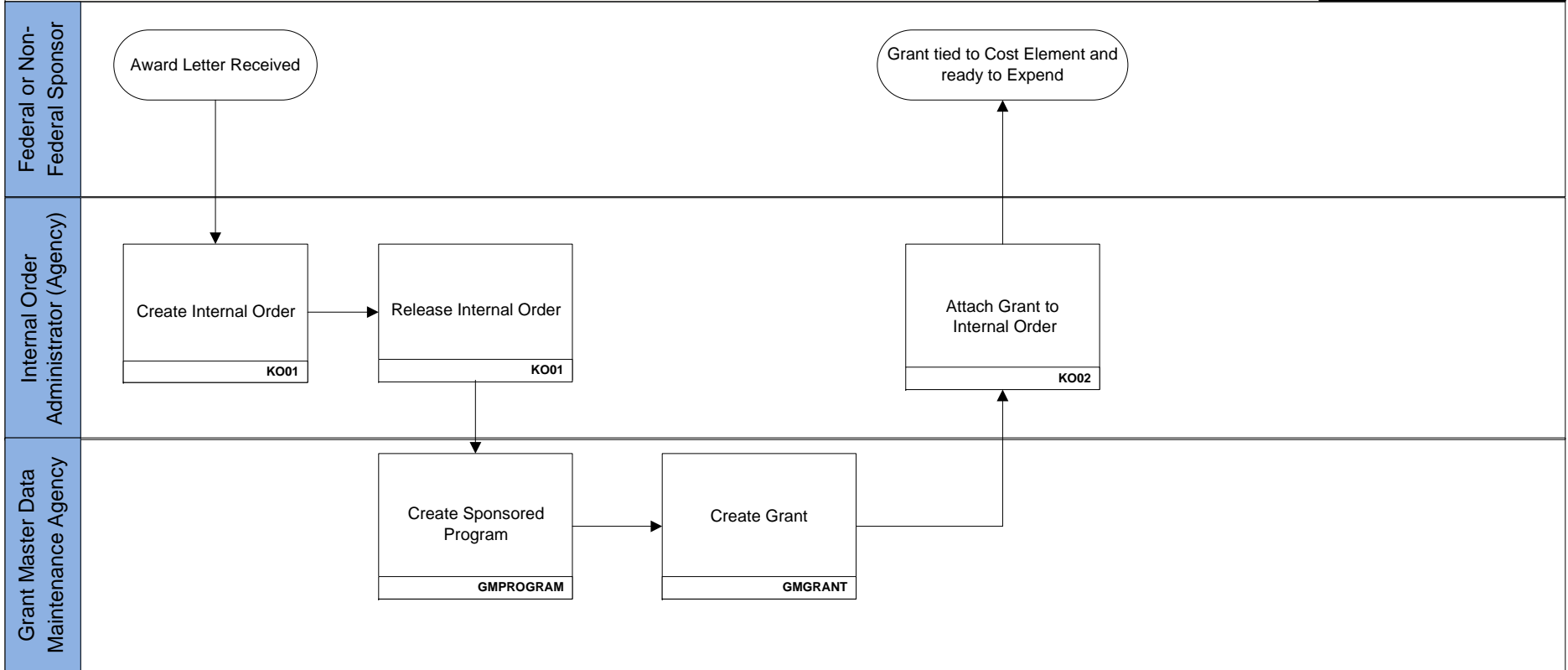
- The tracking process allows the State to monitor the progress of the grant throughout its lifecycle . Grant information will be more broadly visible, since all agencies will maintain grants in a single system.
- Association of program tracking with financial tracking.
- Grant funds will be separated from special funds.



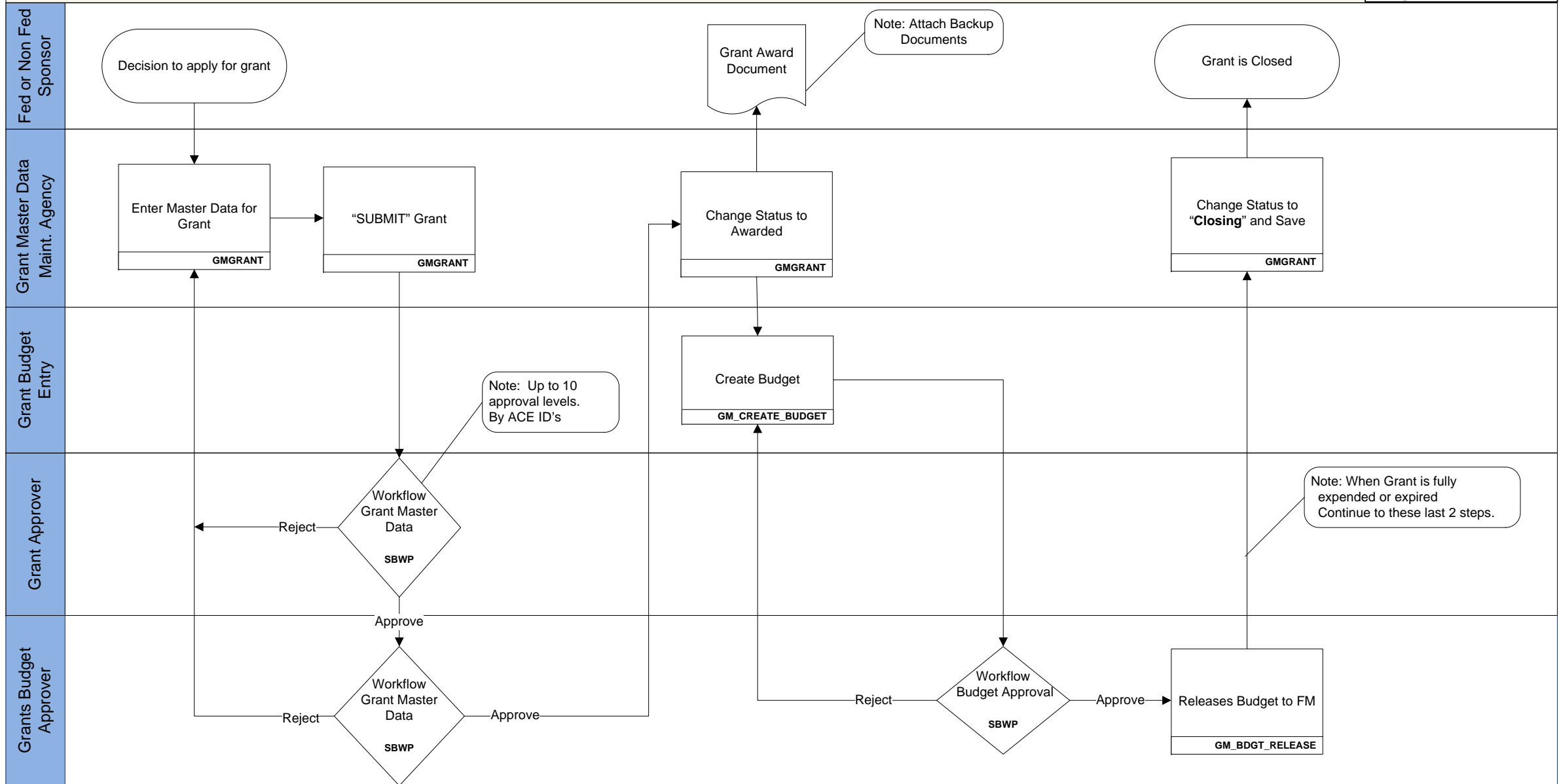
High Level Process Description

- The grantee process is initiated when the Federal or Non-Federal Sponsor sends a notice of award. The first step requires an Internal Order to be created and released. This document becomes the point of reference for the grant record that will be created.
 - Award Setup Process
 - Internal Orders for Grants
 - Create a Sponsored Program
 - Create a Grant Record
 - Define the Approval Levels and Approvers
 - Set up the Billing Plan
- When the Grant has been saved and submitted it is automatically routed for Approval—this is called “Workflow”
 - There can be up to 10 levels of Approval
 - The Approvers are defined in the Grant Record
 - Once the Grant is approved, the status is changed to “Awarded”

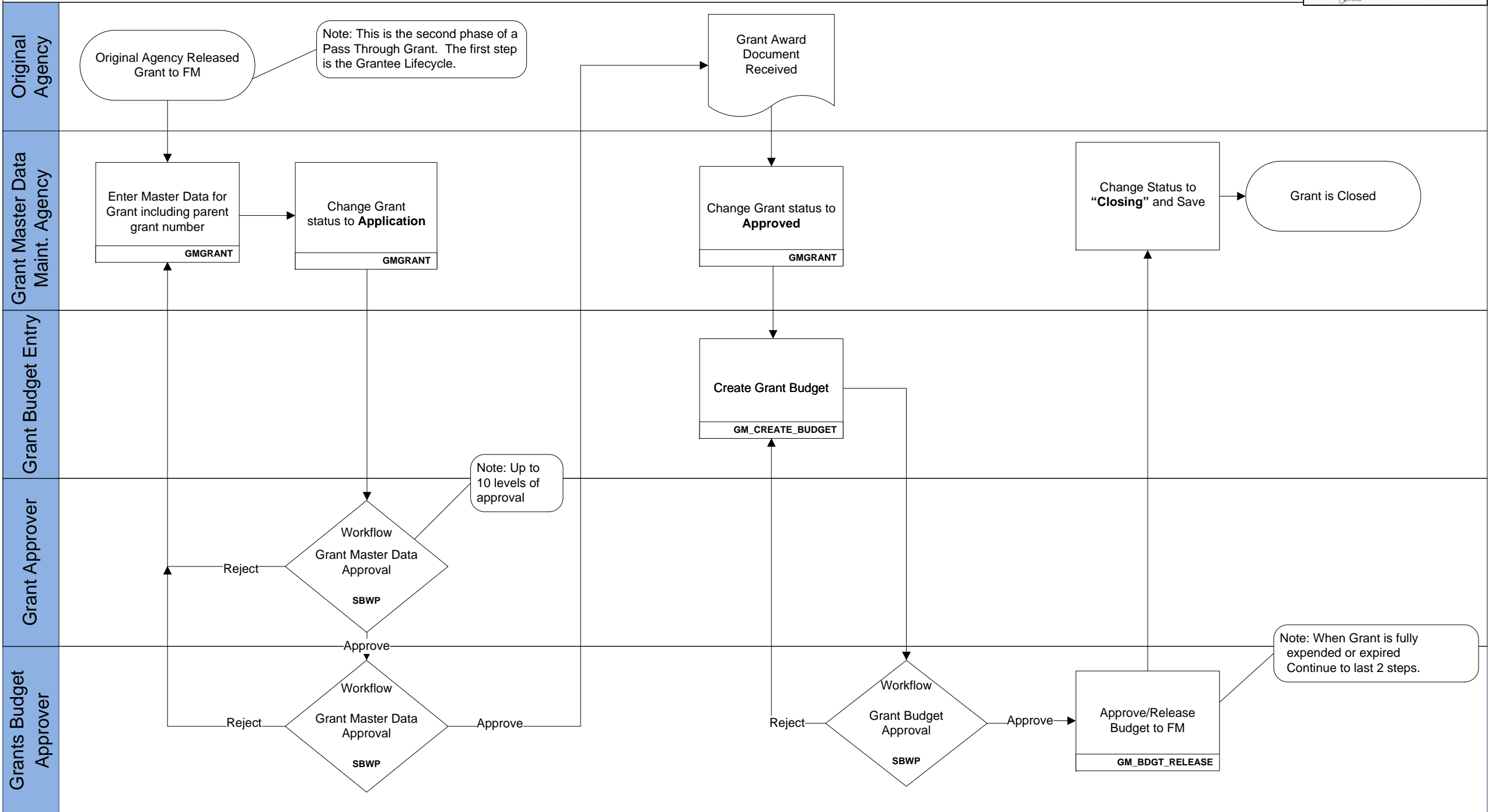
Grants Internal Orders



Grantee Lifecycle



Grant Lifecycle - Pass Through Grant



Grants Receivables and Indirect Cost Calculation

