

2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

ADML ID	156
ADML Description	Grant Definition
ADML Tech #	150

2.1 Description Functionality

Historically, Florida state agencies have utilized customized standalone software to manage sponsored grants and projects. The current initiative involves the installation and implementation of a new procurement, general ledger, and grants suite of software. It is anticipated that some agencies will continue to utilize the existing “customized standalone” software to manage sponsored grants. However, due to reporting and compliance issues, it is required that agencies maintain award level information in the Aspire system.

The Grants master conversion program will convert open and active cost reimbursable grants and grant-related projects from FLAIR, agency business systems, spreadsheets, other manually kept sources, or any combination of the aforementioned sources either by 1) manually keying the grants and awards into Aspire, or 2) using the Grants Definition conversion program. This conversion program will not convert cost reimbursable and fixed amount revenue contracts, nor fixed amount grants. These types of contracts and grants will be manually keyed into Aspire. Agencies with a low volume of grants and projects are also expected to convert manually. This conversion program should not be used to convert non-grant related projects or closed grant-related projects that are tied to assets that are not yet fully depreciated (See ADML 159 - Project Definition).

Each agency will be responsible for mapping their system data and either keying the grants and projects directly into Aspire or creating the inbound file per the specifications in Section 2.7. One enterprise file format will be supported for the Grants Definition conversion.

All grant related projects will be converted into the Project Costing module by Business Unit. Delivered functionality will automatically populate the GL Project Chartfield table under the SHARE SetId. The Project ID will be up to 15 characters in length with the first four characters equal to the first four digits of the owning agency Business Unit.

Agencies can use the remaining 11 characters to define the Project Chartfield. Each agency will determine a fixed length for their projects and will maintain this rule for all projects within their agency. For example, if an agency chooses to make their projects 11 characters in length, all projects must be the same length. An agency may choose to structure their Project IDs in such a way that will allow them to create ranges. For example, all FCO projects begin with F and all grants begin with G. Although setting up ranges is not required, they are very useful when setting up trees and applying projects to different commitment control rulesets.

Delivered functionality will be used to auto-number grants within each business unit. Grants will be prefixed with a three character agency acronym.

Each agency will determine their methodology for structuring and converting their grants and projects into Aspire. At a minimum, the following guidelines must be adhered to for grants and grant-related projects:

- Only open and active and grant related projects will be converted.
- Closed grants will not be converted. However, if a closed grant has projects that are tied to assets that have not yet fully depreciated, the projects will be converted using the Project Definition conversion program (ADML 159).
- Each legacy cost reimbursable grant that has a CFDA number must have one contract, and at least one project and activity defined.
- For pass-thru grants, one cost reimbursable grant and at least one project and activity must be defined for each inter-agency relationship.

The following are prerequisites to converting projects and grants:

- Customers/Grantors, Employees, must be converted prior to converting grants
- Projects, Contracts, and Grants modules must be fully configured for an agency prior to converting Projects, Grants, and Contracts
- Locations and Billing Methods must be configured prior to converting Projects, Grants, and Contracts

2.2 Scheduling

N/A

2.3 Run Control Parameters

N/A

2.4 Unit Test Considerations

- After loading the incoming conversion data, navigate to the appropriate Aspire pages pertaining to a proposal, award and contract. Upon entering the appropriate award number and the correct proposal (or Award/Contract), the pages should come up correctly. Match the conversion information with what is displayed on the pages.
- After the grants have been successfully converted, no modifications can be made to Proposal pages, but can update Award, Projects, and Contracts pages. This can be unit tested to ensure that the “MOVE” functionality was implemented correctly.
- Change some non-critical field and save the contract or award. The information should be saved without any errors. This proves that valid information has been loaded into Aspire and referential integrity of the proposal/award/contract has been maintained by the conversion load program.
- Test the business rules implemented by the conversion by changing the conversion to incorporate invalid values for Sponsor and LOC. The conversion must not process these records and the records must be listed on the error report.
- Similar valid value scenarios must be tested for other attributes.
- For data attributes that have no value in the conversion, the records must not be processed. The records will need to be listed on the error report.
- Check the status of proposal, award and contract. Proposal must be SUBMITTED, Award should be ACCEPTED and Contract should be PENDING.
- Add a grant with multiple projects with only one having a project type that requires a CFDA. Leave the CFDA field blank. Verify that all records related to the grant are rejected.
- Add a grant with multiple projects with only one having a project type that requires a CFDA. Populate the CFDA field with a valid value. Verify that the grant is loaded successfully.

- Add a grant with multiple projects with none having a project type that requires a CFDA. Leave the CFDA field blank. Verify that the grant is loaded successfully.

2.5 Miscellaneous

- A standard process report will be generated that lists the process information and it must list out all the conversion records that were processed (successfully or not).
- The incoming conversion data from agency systems may contain errors that will require resolution. Such records should be identified and sent back to the agency system for reprocessing.

2.6 Assumptions

- Prior to go-live each agency will convert all of their open and active cost reimbursable grants and grant-related projects.
- The Grant Definition conversion program will not convert cost reimbursable and fixed amount revenue contracts, nor fixed amount grants. These types of contracts and grants will have to be manually keyed into Aspire.
- The Grants Definition conversion program will not convert closed grants. However, if a closed grant has projects that are tied to assets that have not yet fully depreciated, the projects will be converted using the Project Definition conversion program (ADML 159).
- This program will not convert active and open non-grant related projects (See ADML 159).
- Each agency will be responsible for mapping their system data and either keying the grants and projects directly into Aspire or creating the inbound file per the specifications in Section 2.7.
- One enterprise file format will be supported for the Grants Definition conversion.
- Each agency will determine their methodology for structuring and converting their projects into Aspire.

- A grant and all its projects/activities must be populated as a single unit. If there is an error at any point, all conversion records pertaining to that grant will be reported back to the agency for re-processing.
- Award funding and period budgets will not be supported by this conversion. The award funding must be manually entered into Aspire after conversion and budgets will need to be either manually entered or journal uploaded after conversion.
- All advances against an award must be entered manually.
- Once an award has been converted to Aspire, the award can not be resubmitted for conversion. Award attributes, however, can be changed in Aspire. It must be noted that only the post-award side (Award and Contracts) can be changed. It will not be possible to change the Proposal (pre-award) in Aspire.
- It is expected that agencies with low-volume of grants will perform their conversion manually (i.e. each grant will be entered into Aspire using the online functionality).
- The following proposal functionality will not be supported by the grants conversion:
 - Certifications
 - Resources
 - Proposal Reporting
 - Proposal Components
 - Proposal “Gender and Minority Study”
 - Proposal Trainee
 - Proposal Keywords
 - Proposal Notes (Additional Information)
- Bill Plans and Revenue plans will need to be manually set to ACTIVE after the conversion has populated the grants record. The contract will also need to be manually set to ACTIVE after this step.

- Customers/Grantors must be converted into Aspire prior to running this conversion.
- Letter of Credit (LOC) IDs must be set up for sponsors in Aspire prior to running this conversion.
- Grants administrators and project managers must be set up as employees in Aspire before this conversion is run. Appropriate HR and Grants tables related to Employee ID and name will be kept current with the PeopleFirst HR system.
- The Grants Definition conversion program will incorporate the CFDA/Project Type edit (See ADML 1919).

2.7 Record Layout

Note: All tables that are populated by the proposal creation are listed below. The “MOVE” functionality populates the award and contract tables. The award and contracts tables are expected to be populated by this conversion. The tables and default values can be deduced by following the PeopleCode behind the “MOVE” functionality).

Below is a key of the terms contained within the Conversion Requirements Table:

- Sourcesys.table.field
 - The source table may vary per State Agency. Agencies are responsible for mappings to the target fields.
- Sourcesys.table.field = N/A
 - Source table mapping not required.
- Selection Criteria = Required
 - The attribute is mandatory and is required to exist in the input file.
- Selection Criteria = Optional
 - The attribute is not required for this conversion. Since agencies may use these fields at their discretion, these fields are contained in the file layout.
- Selection Criteria = Not used in file layout

- The attribute is being displayed in this functional spec for informational purposes, but this field is **not** contained in the technical team's conversion file layout.

Interface/Conversion Requirements						
Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field Format / Length
Agency		Required		PRP' = 'PROPOSAL'		CHAR/3
Agency		Required	Need to validate the contracts business unit (BUS_UNIT_TBL_CA.BUSINESS_UNIT).	Current OLO.	GM_PROPOSAL.BUSINESS_UNIT	CHAR / 5 / Justified
Agency		Required	The proposal ID is a sequential number prefixed by the agency 3-letter acronym. For example, the Department of Financial Services would begin their proposal IDs with 'DFS000000000001'.	First 3 char Agency Acronym + sequential number; start with 1; fill with zeros; length is 15	GM_PROPOSAL.PROPOSAL_ID	CHAR / 15/ Justified
Agency		Required	The employee must appear on both the PERSONAL_DATA and the GM_PERS_DATA tables. The Eligible PI flag must be set on the GM_PERS_DATA table for the employee name to appear on the GM_PROPOSAL page.	Grant administrator. Unique identification code for an individual associated with your organization.	GM_PROPOSAL.EMPLID	CHAR / 11/ Justified
Agency		Required	The Grantor (Sponsor) must be valid in Aspire prior to the interface being loaded. The Grantor (Sponsor) will be validated against the CUSTOMER table.	The entity that funds the Grant. Grantor/Sponsor	GM_PROPOSAL.CUST_ID	CHAR / 15/ Justified
Agency		Required		The beginning date of the Grant.	GM_PROPOSAL.BEGIN_DT	DATE / 10 / Justified as YYYY/MM
Agency		Required		The ending date of the Grant.	GM_PROPOSAL.END_DT	DATE / 10 / Justified as YYYY/MM
Agency		Required		This is the short title of the award	GM_PROPOSAL.TITLE56	CHAR / 56/ Justified
Agency		Optional		Long description of grant	GM_PROPOSAL.DESCR254	CHAR/254/ Justified
Agency		Filler	Fill these positions with blank spaces.	Filler	GM_PROPOSAL.TOTAL_BUDGET_AMT	SIGN / 23.3

Agency		Required		Grants Purpose	GM_PROPOSAL.PURPOSE	Justified CHAR/5/Lef Justified
Agency		Required	Description field will be used to store the REF_AWD_NUMBER in the GM_AWARD table.	Award number issued by grantor	GM_PROPOSAL.DESCR20A	CHAR/20/Le Justified
Agency		This is required for all project types that require a CFDA	This number must be validated against valid CFDA numbers (FL_CFDA_TBL). If the PROJECT_TYPE requires a CFDA value (CFDA required flag = 'Y' on the PROJ_TYPE_TBL record), then this field must be populated with a valid value. If it is not populated, all records related to this PROPOSAL_ID must be rejected.	The federal sponsor assigns this number to each funding opportunity. It is typically identified in program announcements and award notices. It is generally applicable only to federal awards and federal flow-through, and is required by OMB Circular A-133 on the Schedule of Expenditures of Federal awards.	GM_PROPOSAL.CFDA	CHAR/10 / Justified

Interface/Conversion Requirements						
Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field Fo Length
Agency		Required		PRJ' = 'PROJECT'		CHAR/3
Agency		Required	Need to validate the contracts business unit (BUS_UNIT_TBL_CA.BUSINESS_UNIT).	Current OLO.	GM_PROP_PROJ.BUSINESS_UNIT	CHAR / Justified

Agency		Required	The proposal ID is a sequential number prefixed by the agency 3-letter acronym. For example, the Department of Financial Services would begin their proposal IDs with 'DFS000000000001'.	First 3 char Agency Acronym + sequential number; start with 1; fill with zeros; length is 15	GM_PROP_PROJ.PROPOSAL_ID	CHAR / Justified
Agency		Required	Agencies will bring in a maximum of 15 characters. Prepend this field with the first 4 characters of the business unit to derive the 15 character 'SUB-PROP-NBR' field.	Project ID First 4 of BU + 11 Characters from agency created Project Id; length is 15	GM_PROP_PROJ.SUB_PROP_NBR	CHAR / Left Jus
Agency		Required		This is the short title of the project	GM_PROP_PROJ.TITLE56	CHAR / Justified
Agency		Required	Validate against Institution ID. (GM_INSTITUTION). All institution IDs must be set up prior to running the interface. Institution ID attribute will not exist in the agency systems. A dummy value can be setup and the conversion/interface can populate the dummy value into the proposal	The Agency Business Unit which is the current OLO.	GM_PROP_PROJ.INSTID	CHAR / Justified
Agency		Required	Valid value from FL_GMORG_TBL_VW record.	The organization responsible for the Grant.	GM_PROP_PROJ.DEPTID	CHAR / Left Jus
Agency		Required	Populate with the same value as DEPTID.	A subdivision within an organization.	GM_PROP_PROJ.MAJOR_SUBDIVISION	CHAR / Left Jus
Agency		Optional	Project long description	Project Long Description	GM_PROP_PROJ.DESCR254	
Agency		Optional		Employee ID of Project Manager	GM_PROP_PROJ.PROJECT_MANAGER	
Agency		Required	Validate against PROJ_TYPE_TBL	Identifies the type of project.	GM_PROP_PROJ.PROJECT_TYPE	CHAR / Justified

Interface/Conversion Requirements						
Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field Format / Length
Agency		Required		LOC = 'LOCATION'		CHAR/3
Agency		Required	Populate all key fields with values from the parent record (GM_PROP_PROJ)	Current OLO.	GM_PROP_J_LOC.BUSINESS_UNIT	CHAR / 5/ Left Justified
Agency		Required	The proposal ID is a sequential number prefixed by the agency 3-letter acronym. For example, the Department of Financial Services would begin their proposal IDs with 'DFS000000000001'.	First 3 char Agency Acronym + sequential number; start with 1; fill with zeros; length is 15	GM_PROP_J_LOC.PROPOSAL_ID	CHAR / 15/ Left Justified
Agency		Required	Populate all key fields with values from the parent record (GM_PROP_PROJ)	Project ID First 4 of BU + sequential number; start with 1; fill with zeros; length is 15	GM_PROP_J_LOC.SUB_PROP_NBR	CHAR / 15/ Left Justified
Agency		Required	Validates against Location field on LOCATION_TBL	Proposal Project Location	GM_PROP_J_LOC.LOCATION	CHAR/10/ Left Justified

Interface/Conversion Requirements						
Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field Format / Length
Agency		Required		HDR='HEADER'		CHAR/3
Agency		Required	Need to validate the contracts business unit (BUS_UNIT_TBL_CA.BUSINESS_UNIT).	Current OLO.	GM_BUD_HDR.BUSINESS_UNIT	CHAR / 5 Justified

Agency		Required	The proposal ID is a sequential number prefixed by the agency 3-letter acronym. For example, the Department of Financial Services would begin their proposal IDs with 'DFS000000000001'.	First 3 char Agency Acronym + sequential number; start with 1; fill with zeros; length is 15	GM_BUD_HDR.PROPOSAL_ID	CHAR / 15 Justified
Agency		Required	Same as GM_PROP_PROJ.SUB_PROP_NBR field.	Project ID - First 4 positions of BU + 11 char Agency value.	GM_BUD_HDR.SUB_PROP_NBR	CHAR / 15 Justified
Agency		Required	Validate against FS_ACTIVITY_TBL.PROJECT_TYPE field.	Activity ID; this is equal to the funding source.	GM_BUD_HDR.BUDGET_ID	CHAR / 15 Justified
Agency		Filler	Populate with DESCR from FS_ACTIVITY_TBL		GM_BUD_HDR.DESCR	CHAR / 30 Justified
Agency		Required	If blank populate with BEGIN_DT from GM_PROPOSAL record	The beginning date of the Grant.	GM_BUD_HDR.BEGIN_DT	DATE / 10 YYYY/MM
Agency		Required	If blank populate with END_DT from GM_PROPOSAL record	The ending date of the Grant.	GM_BUD_HDR.END_DT	DATE / 10 YYYY/MM
Agency		Required	Populate with budgeted amount for funding source (Activity ID)	Enter expected budget amount. For the Federal activity, this should be the amount awarded to you by your grantor.	GM_BUD_HDR.TARGET_BUDGET_AMT	SIGN / 20 decimal p Right Jus
Agency		Required		Identifies whether expenditures recorded against the Activity ID will be billed to the grantor	GM_BUD_HDR.PPSL_TO_ACTVITY_FLG	Char/1

Interface/Conversion Requirements

Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field Format
Agency		Optional		FAH' = 'F & A BY HEADER'		CHAR/3
Agency		Required	Key field. Populate from the parent record (GM_PROPOSAL)	Current OLO.	GM_BUD_FA_HDR.BUSINESS_UNIT	CHAR / 5/Left Justified
Agency		Required	The proposal ID is a sequential number prefixed by the agency 3-letter acronym. For example, the Department of Financial Services would begin their proposal IDs with 'DFS000000000001'.	First 3 char Agency Acronym + sequential number; start with 1; fill with zeros; length is 15	GM_BUD_FA_HDR.PROPOSAL_ID	CHAR / 15/ Left Justified
Agency		Required	Key field. Populate from the parent record (GM_PROP_PROJ).	Project ID First 4 of BU + sequential number; start with 1; fill with zeros; length is 15	GM_BUD_FA_HDR.SUB_PROP_NBR	CHAR / 15/Left Justified
Agency		Required	Key field. Populate from the parent record (GM_BUD_HDR). Use valid value from Standard Activity table (FS_ACTIVITY_TBL).	Activity ID; this is equal to the funding source.	GM_BUD_FA_HDR.BUDGET_ID	CHAR / 15/Left Justified
Agency		Required	Validate against GM_FA_RATE_TYPE.FA_RATE_TYPE	Enter valid Indirect Cost rate type defined by your agency	GM_BUD_FA_HDR.FA_RATE_TYPE	CHAR / 5/Left Justified
Agency		Required	Need to validate against GM_FA_BASE_DTL.FA_BASE_ID	Enter valid Indirect Cost basis type defined by your agency that will be used with the budget.	GM_BUD_FA_HDR.FA_BASE_ID	CHAR / 5/Left Justified

Interface/Conversion Requirements

Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field
Agency		Required if GM_BUD_FA_HDR is populated		FAR' = 'F & A BY RATE TYPE'		CHAR
Agency		Required	Populate with values from the parent record 'GM-BUD-FA-HDR'.	Current OLO.	GM_BUD_FA_RATE.BUSINESS_UNIT	CHAR
Agency		Required	The proposal ID is a sequential number prefixed by the agency 3-letter acronym. For example, the Department of Financial Services would begin their proposal IDs with 'DFS000000000001'.	First 3 char Agency Acronym + sequential number; start with 1; fill with zeros; length is 15	GM_BUD_FA_RATE.PROPOSAL_ID	CHAR Justif
Agency		Required	Populate with values from the parent record 'GM-BUD-FA-HDR'.	Project ID First 4 of BU + sequential number; start with 1; fill with zeros; length is 15	GM_BUD_FA_RATE.SUB_PROP_NBR	CHAR Justif
Agency		Required	Populate with values from the parent record 'GM-BUD-FA-HDR'.	Activity ID; this is equal to the funding source.	GM_BUD_FA_RATE.BUDGET_ID	CHAR Justif
Agency		Required	Populate with values from the parent record 'GM-BUD-FA-HDR'.	Enter valid Indirect Cost rate type defined by your agency	GM_BUD_FA_RATE.FA_RATE_TYPE	CHAR
Agency		Required	Populate this field with the negotiated effective date for this IDC rate.	The negotiated effective date for this IDC rate.	GM_BUD_FA_RATE.RATE_EFFDT	Date/
Agency		Required		The current negotiated IDC rate.	GM_BUD_FA_RATE.FA_RATE_PCT	NBR / Righ

Interface/Conversion Requirements						
Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field
Agency		Required		BIL' = 'BILLING'	RECORD-ID	CHA
Agency		Required		CONTRACT_NUM is same as PROPOSAL_ID	CA_CONTR_HDR.CONTRACT_NUM	CHA Just
Agency		Required		Current OLO.	CA_CONTR_HDR.BUSINESS_UNIT	CHA
Agency		Required		The current billing method.	CA_CONTR_HDR.GM_METHOD_PAYMENT	CHA
Agency		Required if the billing method is 'loc'	This is the letter of credit against which the draws will be done. This must be a valid LOC for a sponsor. (GM_SPNSR_LC2_VW.LOC_REFERENCE_ID).	This is the letter of credit against which the draws will be done.	CA_CONTR_HDR.LOC_REFERENCE_ID	CHA Justi
Agency		Required		Letter of Credit Document	CA_DETAIL.LOC_DOC_ID	CHA Justi