

QUICK REFERENCE GUIDE

November 1, 2019

Add Projects and Activities

This guide covers adding projects and activities after the award has been generated. You will start by adding a contract amendment in the Customer Contracts module. While it is possible to add the project and activities in the Grants Management Module and then associate them with an existing contract, it is much easier to create a contract amendment and begin the process in the Customer Contracts module. You will add the projects and activities from the contract pages, but these will link back to the Grants Management module. You'll also need to update the Budget Period date for the project and create the project budget.

WARNING! All components of the grant (the award, contract, and project) should be kept in sync. Updating one component and not updating another can lead to confusion and processing errors.

Steps to complete:

- Step 1: Add a Contract Amendment
- Step 2: Add Projects
- Step 3: Add Project Activities
- Step 4: Process the Amendment
- Step 5: Add a Contract Note
- Step 6: Update the Budget Period Dates
- Step 7: Create a Project Budget

Step 1: Add a Contract Amendment

When you generate an award, SWIFT also creates a Customer Contract. This contract represents the relationship between the agency receiving the grant funds and the grant sponsor. The customer contract must be correct to be able to bill the sponsor. Once the customer contract is in "Active" status, any change to the contract must be accompanied by a contract amendment.

Begin by accessing the *Award Profile* page for the grant you want to work with.

1. Navigate to the *Award Profile* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Awards. The Award Profile page displays by default.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Award Profile.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- At the *Award Profile* page, verify the *Business Unit* and enter the *Award ID* for the award you want to update. (You can also search by Project ID, Description, and Proposal ID.)

Award Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Award ID begins with

Project begins with

Description begins with

PI ID begins with

Proposal ID begins with

Case Sensitive

[Basic Search](#)

- Click on the **Search** button.
- If necessary, click on the *Award ID* in the **Search Results** section. The *Award Profile* page displays.
- From the *Award Profile* page, click on the *View Contract* link located just above the **Associated Project** section on the left side of the page.

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

Award ID 0000004836
 Reference Award Number x Federal Award Identification Number

Title
 Long Description
254 characters remaining

Award PI [Reporting Role](#)

Sponsor US Fish and Wildlife Service
 Post Award Administrator

Purpose

Status

Award Type

CFDA

Proposal ID

Version ID

Start Date

End Date

[View Contract](#) | [View Proposal](#) | [Additional Information](#) | [Grant Administrator](#) | [Sponsor Website](#)

Primary Project PI Crowell,Wendy J

Associated Project			Personalize Find <input type="button" value="Search"/>
PC Business Unit	Project	Description	First <input type="button" value="Previous"/> 1 of 1 <input type="button" value="Next"/> Last
R2901	R29G20U26HM1	EWR U26HM1 Cedar River Revival	

The contract *General* page displays. Note the current *Contract Status* and *Amendment Number*.

The screenshot shows the 'General' tab of a contract page. At the top, there are tabs for 'General', 'Lines', and 'Amendments'. The 'General' tab is active. Below the tabs, there are several fields: 'Contract Number' (000004836), 'Amendment Number' (000000000), 'Sold To Customer' (US Fish and Wildlife Service), and '*Contract Status' (ACTIVE). A red box highlights the 'Amend Contract' button. Below this, there are two columns of information. The left column contains fields like 'Description' (EWR U26HM1 Cedar River Revival), 'Contract Admin', 'Region Code', 'Contract Type' (GRANTS), 'Currency Code' (USD), 'Exchange Rate Type' (CRRNT), 'Contract Signed' (07/15/2017), 'Contract Role', 'Revenue Profile', and 'Use Project ChartFields' (checkbox). The right column contains 'Processing Status' (Active), 'Amendment Status', 'Business Unit' (Natural Resources Department), 'Contract Classification' (Standard), 'Last Amended', 'Start Date' (07/15/2017), 'End Date' (07/14/2020), 'Last Update Date/Time' (11/06/2018 10:26:06AM), and 'Last Update User ID' (00637298). There are also two checkboxes: 'Separate Fixed Billing and Revenue' and 'Separate As Incurred Billing and Revenue'. At the bottom, there are links for 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Supplemental Data', and 'Go To More'. A 'Return to Award Profile' link is also present.

6. Click on the **Amend Contract** button to access the contracts **Amendments** tab.
7. A new amendment row has opened. Enter the amendment as described below:

Field Name	Field Description
*Amendment Type	Select the "Change in Activities" <i>Amendment Type</i> from the drop-down menu.
*Reason	Select the Reason - Add Grant Activities While available, the State of Minnesota does not use the "Reduce GR Activities" option. If you are no longer using a project or activity under a contract, the individual project or activity budgets should be reduced or redistributed, and the project/activity made inactive (closed). Likewise, any change in funding or time that results from this should have a corresponding contract amendment to adjust the contract accordingly.

[General](#) | [Lines](#) | **Amendments**

Contract Number 000004836 Sold To Customer US Fish and Wildlife Service
 Pending Amendment 000000001 Contract Status ACTIVE

[View Current](#)

Amendments

1-2 of 2 | [View All](#)

[General](#) | [Statistics](#) | [Billing Amended Amounts](#) | [Revenue Amended Amounts](#) | [Misc.](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
000000000	Contract Activation		11/06/2018	Complete	Detail	Notes
000000001	Change in Activities	Add Grant Activities	11/06/2018	Pending	Detail	Notes

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [Supplemental Data](#) Go To [More](#)

[Return to Award Profile](#)
[Save](#) [Return to Search](#) [Notify](#)

- Click on the **Save** button. A new amendment has been created in the “Pending” status. You will need to make the project and activity changes and then come back to this page to process the amendment.

Step 2: Add Projects

- Click on the **Lines** tab.

[General](#) | **Lines** | [Amendments](#)

Contract Number 000004836 Sold To Customer US Fish and Wildlife Service
 Amendment Number 000000000 Contract Status ACTIVE

[Amend Contract](#)

Contract Lines

[General](#) | [Detail](#) | [Billing Amount Details](#) | [Revenue Amount Details](#)

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status
▼ Actions	1	GRANTS_REIMBURSABL	Grants Reimbursable	Rate	<input type="checkbox"/>	<input type="text"/>	07/15/2017	07/14/2020	Active

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Supplemental Data](#) Go To [More](#)

[Save](#) [Return to Search](#) [Notify](#)

2. Click on the **Detail** tab in the **Contract Lines** section.

Contract Number 0000004836
Amendment Number 0000000000

Sold To Customer US Fish and Wildlife Service
Contract Status ACTIVE

Amend Contract

Contract Lines

General **Detail** Billing Amount Details Revenue Amount Details

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting
▼ Actions	1	GRANTS_REIMBURSABL	Grants Reimbursable	Rate	Ready	Ready	Contract Terms	Distribution

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify

3. Click on the *Contract Terms* link. The *Related Projects* page displays.

Contract Number 0000004836
Amendment Number 0000000000

Sold To Customer US Fish and Wildlife Service
Contract Status ACTIVE

Contract Line 1 Price Type Rate

Product GRANTS_REIMBURSABL
Description Grants Reimbursable

Amend Contract

PC Business Unit R2901

Billing Limit 254,512.00
Revenue Limit 254,512.00
Discount ID

Transaction Limits Review Limits
Perform Limit Checking

Retainage ID
 Tiered Pricing Tiered Pricing

Associated Rates

	Effective Date	Status	Rate Selection	*Rate Set		
1	01/01/1900	Active	Rate Set	REIMBURSE	Rate Set	+ -

Associated Projects & Activities

	*Project	*Activity	Description	Description		
○	R29G20U26HM1	A20U26HM1	EWR U26HM1 Cedar River Revival	EWR_SWGC_MUSSEL	+ -	

Create Project Create Activity All Activities

4. **WARNING!** Make sure you are working in the pending amendment and not the current version of the contract. If you are not on the amendment, click on the **Amend Contract** button again to switch to the amendment and click **OK** at the message indicating that “Amendment number #, Type: Change in Activities is currently available for edit.”

Amendment number 0000000001, Type: Change in Activities is currently available for edit. (9853,2)

OK

You should now be working on the amendment.

Related Projects

Contract Amendments

Contract Number 0000004836

Pending Amendment 0000000001

Sold To Customer US Fish and Wildlife Service

Contract Status ACTIVE

Contract Line 1 Price Type Rate

Product GRANTS_REIMBURSABL

Description Grants Reimbursable

View Current

PC Business Unit

Billing Limit 254,512.00

Revenue Limit 254,512.00

Discount ID

Transaction Limits Review Limits

Perform Limit Checking

Retainage ID

Tiered Pricing Tiered Pricing

Associated Rates

Effective Date	Status	Rate Selection	*Rate Set			
1 01/01/1900	Active	Rate Set	REIMBURSE	Rate Set	+	-

Associated Projects & Activities

*Project	*Activity	Description	Description		
<input type="text" value="R29G20U26HM1"/>	<input type="text" value="A20U26HM1"/>	EWR U26HM1 Cedar River Revival	EWR_SWGC_MUSSEL	+	-

Create Project

Create Activity

All Activities

The **Associated Projects and Activities** section lists all projects that are currently associated with this contract. In this example, only one project is currently associated with the contract. If there are more, you can click the **Arrow** icons to navigate through the list, or click "View All" to see all projects at once.

There are several actions you can take from this page:

Button	Action
Add (+)	<p>You can click on the Add (+) button in the Associated Projects & Activities section to add a new row and associate existing Projects and Activities to the Contract. For example, you could create Project and Activities in the Grant Module and then come to this page and associate them to the contract.</p> <p>Note: MMB recommends adding new projects and activities from the contract using the process that follows. This ensures that the new projects/activities are associated with the contract and avoids SEFA reporting issues.</p>

Button	Action
Create Project	Click this button to create a Project that will be associated to the Contract. You will be brought to the Project pages of the Grants Management module to make your entries.
Create Activity	Select the Project that you wish to add the Activity to and click this button to create the Activity that will be associated to the Project and the Contract. You will be brought to the Project Activity pages of the Grant Management module to make your entries.
All Activities	Click this button to add Activities that were created and added to the Project in the Grants Management module but have not yet been associated to the contract.

In this example, we will add a new project and activity to the contract.

5. On the **Related Projects** tab, click on the **Create Project** button.
6. Complete the *General Information* page as described below.

Field Name	Field Description
Business Unit	Accept the Business Unit.
*Project ID	WARNING! You must overwrite the default system value (NEXT_1) with a valid <i>Project ID</i> . The <i>Project ID</i> must begin with the first three digits of your Business Unit (your Agency Mask). For example, if your Business Unit is “G1001”, your agency mask is “G10”. Check with your agency for additional format requirements for the <i>Project ID</i> . Project ID is a 15-character alphanumeric identifier.
*Create	Accept the default “Blank Project”.

7. Click on the **Add** button. The projects *General Information* page displays in a pop-up window.

The screenshot displays the 'Project General Information' page for project R29G20U27HM1. The form includes the following fields and options:

- Description:** Grants Reimbursable
- Integration:** (Lookup icon)
- Project Type:** (Lookup icon)
- Percent Complete:** 0.00
- Project Health:** (Dropdown menu)
- Processing Status:** Active
- Project Status:** (Dropdown menu)
- Project Schedule:** Start Date: 11/06/2018, End Date: 11/06/2018
- Description:** (Text area with 254 characters remaining)
- Long Description:** (Text area)

Buttons at the bottom include: Save as Template, Copy Project, OK, Cancel, and Apply.

8. Complete the *Project General Information* page as described below:

Field Name	Field Description
*Description	Enter the project Description. SWIFT places a default in this field of "Grants Reimbursable." If you forget to change it, you can later navigate to Project General Information page and edit the field there.
*Integration	Click on the Lookup icon and select "STANDARD".
*Project Type	Enter the <i>Project Type</i> . Select the option that describes the source of funding and how the revenue is recognized. Options that display will vary by agency. Common options include: FED – 511001 Federal Revenue FEDSG– 511002 Federal Sub-Grants INTR1– 511101 Intergovtl Grants-State INTR2– 511202 Intergovtl Grants – Other INTR3– 512605 Interagency Agreements OTHER– 511302 Other Revenue PRIVT– 511301 Private Grants

Field Name	Field Description
Start Date and End Date	<p>Enter the project <i>Start</i> and <i>End Dates</i>. These do not necessarily have to match the start and end dates of the current project(s) on the award/contract. However, if the start or end date for this new project is outside the date range of the award and contract, you will need to change the dates of the award and contract to match. SWIFT will not do this for you automatically.</p> <p>For example, if the award and contract end on June 30, and the new project ends on July 31, you will need to change the award and contract end dates to July 31.</p> <p>WARNING! The <i>Start Date</i> impacts the initial Project Status Effective Date which affects payroll processing and cannot be changed.</p> <p>Refer to the “Add or Reduce Time to a Grant” guide for instructions. In this example, the new project dates are within the current contract dates, so no additional changes are required.</p>
Long Description	Optionally, enter a <i>Long Description</i> . This may be the same or different than the Long Description for the Proposal.

The screenshot shows the SWIFT project management interface. The 'Project Schedule' section is expanded, showing the following details:

- Project:** R29G20U27HM1
- *Description:** EWR U27HM1 Rum River Revival
- *Integration:** STANDARD
- *Project Type:** FED
- Percent Complete:** 0.00
- Project Health:** As Of
- *Start Date:** 11/06/2018
- *End Date:** 7/14/2020
- Processing Status:** Active
- Project Status:** Open

The start and end dates are highlighted with red boxes. Below the schedule section, there are fields for 'Description' and 'Long Description', both currently empty. The interface also includes buttons for 'Save as Template', 'Copy Project', 'OK', 'Cancel', and 'Apply'.

9. Click on the **OK** button.

Pending Amendment 000000001 Contract Status ACTIVE

Contract Line 1 Price Type Rate

Product GRANTS_REIMBURSABL

Description Grants Reimbursable

View Current

PC Business Unit R2901 Transaction Limits Review Limits

Billing Limit 254,512.00 **Perform Limit Checking**

Revenue Limit 254,512.00 Retainage ID

Discount ID Tiered Pricing Tiered Pricing

Associated Rates

Effective Date	Status	Rate Selection	*Rate Set
01/01/1900	Active	Rate Set	REIMBURSE

Associated Projects & Activities

*Project	*Activity	Description	Description
R29G20U26HM1	A20U26HM1	EWR U26HM1 Cedar River Revival	EWR_SWGC_MUSSEL
R29G20U27HM1		EWR U27HM1 Rum River Revival	

Create Project **Create Activity** **All Activities**

Return to General Information Amount Allocation

Save **Return to Search** **Notify** **Refresh** **Update/Display** **Include History** **Correct History**

- The project is added on the *Contract Terms* page. We will add a related activity in the next step.

Step 3: Add Project Activities

- Select the new project that you need to add an activity to by clicking on the **Select this Row** button.
 - If you want to add an existing Activity to the Project, click on the Activity **Lookup** icon and select the Activity. Then proceed to Step 4 and process the amendment.

Associated Projects & Activities

*Project	*Activity	Description	Description
R29G20U26HM1	A20U26HM1	EWR U26HM1 Cedar River Revival	EWR_SWGC_MUSSEL
<input checked="" type="radio"/>	R29G20U27HM1	EWR U27HM1 Rum River Revival	

Create Project **Create Activity** **All Activities**

Return to General Information Amount Allocation

- Click on the **Create Activity** button. The *Project Activities* page displays in a pop-up window.

3. Enter the new Activity information as described below.

The screenshot shows the 'Activities/Resources' interface. At the top, there are tabs for 'Project Activities' and 'Gantt Chart'. Below that, the project details are shown: Project R29G20U27HM1, Description EWR U27HM1 Rum River Revival, and Processing Status Active. A table below lists the activities. The first row is highlighted with a red border:

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete
<input type="checkbox"/>	1	EWR_SWCG_CLAMS	A20U27HM1	11/06/2018	07/14/2020	0.00

Buttons for 'Save as Template', 'OK', 'Cancel', and 'Apply' are visible at the bottom.

Field Name	Field Description
*Description	Enter the activity Description. Check with your agency for requirements.
*Activity	Enter the Activity ID. Check with your agency for requirements.
Start Date and End Date	If your project has only one activity, as in this example, the activity dates must match the project dates. If you are adding multiple activities, you must have at least one activity that starts on the project start date, and at least one that ends on the project end date and there must be no gaps between activities.

4. Click on the **OK** button to return to the *Contract Terms - Related Projects* tab.

The screenshot shows the 'Contract Terms' interface. The 'Related Projects' tab is active. It displays contract details: Contract Number 000004836, Pending Amendment 000000001, Sold To Customer US Fish and Wildlife Service, and Contract Status ACTIVE. Below that, contract line details are shown: Contract Line 1, Product GRANTS_REIMBURSABL, and Description Grants Reimbursable. There are fields for PC Business Unit (R2901), Billing Limit (254,512.00), and Revenue Limit (254,512.00). A 'Perform Limit Checking' button is present. Below this, there is a table for 'Associated Rates':

Effective Date	Status	Rate Selection	*Rate Set
1 01/01/1900	Active	Rate Set	REIMBURSE

At the bottom, there is a table for 'Associated Projects & Activities':

*Project	*Activity	Description	Description
R29G20U26HM1	A20U26HM1	EWR U26HM1 Cedar River Revival	EWR_SWGC_MUSSEL
R29G20U27HM1	A20U27HM1	EWR U27HM1 Rum River Revival	EWR_SWGC_CLAMS

Buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom.

5. Click on the **Save** button.

Step 4: Complete Processing of the Amendment

1. Click on the **Contract Amendments** tab to finish processing the amendment.
2. Click on the *Detail* link for the Pending Amendment you created.

Contract Number 0000004836 Sold To Customer US Fish and Wildlife Service
 Pending Amendment 0000000001 Contract Status ACTIVE

[View Current](#)

Amendments

1-2 of 2 | View All

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. |

Amendment	Amendment Type	Reason	*Process Date	Amendment Status	Detail	Notes
0000000001	Change in Activities	Add Grant Activities	11/06/2018	Pending	Detail	Notes
0000000000	Contract Activation		11/06/2018	Complete	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include](#)

3. On the *Amendment Details* page, verify that the *Amendment Type* and *Reason* are correct. You can change them on this page, if necessary.

Amendment Details

Contract 0000004836 Amendment Number 0000000001
 Sold To Customer GMR2900004

Amendment Type Change in Activities Process Date 11/06/2018
 Amendment Reason Add Grant Activities *Amendment Status **Ready** [Process Amendment](#)

Total Billing Adjustment 0.00 Total Revenue Adjustment 0.00
 Fixed Billing Adjustment 0.00 Fixed Revenue Adjustment 0.00
 Fixed Billing Allocation Incomplete Fixed Revenue Allocation Incomplete

Additional Amendment Details

Reference ID User Ref #1
 User Ref #2

Amendment Components

1-1 of 1 | View All

General | Statistics |

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1					

[Return to Contract Terms](#) [Internal Notes](#)

4. Change the *Amend Status* to “Ready”.

Note: When you change the *Amend Status* to “Ready” SWIFT locks the editable fields on the page, including the *Type* and *Reason*, and the **Process Amendment** button displays. If you realize there is an error, you can fix it by changing the *Amend Status* back to “Pending”. After

you click on the **Process Amendment** button in the next step, you won't be able to make changes to this amendment. You would need to create a new amendment to make further changes or undo what you have done.

5. When you are ready, click on the **Process Amendment** button. The *Amend Status* is updated to "Complete".
6. Click on the *Return to Contract Terms* link at the bottom of the page. You are returned to the **Related Projects** tab.
7. Click on the **Contracts Amendments** tab.

Step 5: Add a Contract Note

1. Add a contract note to describe the change you made. Click on the *Notes* link for the amendment. The *Notes* page displays.

2. Complete the *Notes* page as follows:

Field Name	Field Description
*Component	Select "Amendments".
*Amendment Number	Click on the Lookup and select the Amendment Number you created.
*Classification	Select "Custom".
Note Type	Minnesota does not use.

Field Name	Field Description
*Text	Enter a note describing the change you made.

- Click on the **Save** button.

Step 6: Update the Budget Period Dates

Note: This step does not apply if you are only adding activities to an existing project.

- Navigate to the *Award Profile* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Awards. The Award Profile page displays by default.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Award Profile.

- At the *Award Profile* page, verify the *Business Unit* and enter the *Award ID* for the award you want to update. (You can also search by Project ID, Description, and Proposal ID.)

Award Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit =

Award ID

Project

Description

PI ID

Proposal ID

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

- Click on the **Search** button. The *Award Profile* page displays.

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

Award ID 000004836
 Reference Award Number x Federal Award Identification Number

Title
 Long Description (254 characters remaining)

Award PI Reporting Role

Sponsor US Fish and Wildlife Service
 Post Award Administrator

Purpose
 Status
 Award Type
 CFDA
 Proposal ID
 Version ID
 Start Date
 End Date

[View Contract](#) | [View Proposal](#) | [Additional Information](#) | [Grant Administrator](#) | [Sponsor Website](#)

Primary Project PI Crowell, Wendy J

Associated Project			Personalize	Find	First	1-2 of 2	Last
PC Business Unit	Project	Description					
R2901	R29G20U26HM1	EWR U26HM1 Cedar River Revival					
R2901	R29G20U27HM1	EWR U27HM1 Rum River Revival					

Go To: [Sponsor](#) | [Protocols](#) | [Attributes](#) | [Department Credit](#) | [Notepad](#) | [Award Modifications](#) | [Supp](#)

- Click on the **Funding** tab.
- Navigate to the new project record by clicking on the **Arrow** or by clicking on the **View All** in the **Finding Info** section.

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

Award ID 000004836 Award Title EWR U26HM1 Cedar River Revival Mussel SWG-C
 Reference Award Number Currency USD
 Award PI Crowell, Wendy J Primary Project PI Crowell, Wendy J

Total Award Amount 254,512.00

Funding Info [Find](#) | [View 1](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Project R29G20U26HM1		EWR U26HM1 Cedar River Revival		Project PI Crowell, Wendy J								
Detail								Personalize	Find	First	1 of 1	Last
Period		*Start Date	*End Date	Funded Amount	To Project ID	Budget Posting Status	PC Distribution Status					
1		07/15/2017	07/14/2020	254,512.00	R29G20U26HM1	Posted	Distributed					

Project R29G20U27HM1		EWR U27HM1 Rum River Revival		Project PI								
Detail								Personalize	Find	First	1 of 1	Last
Period		*Start Date	*End Date	Funded Amount	To Project ID	Budget Posting Status	PC Distribution Status					
1		11/06/2018	07/14/2020		R29G20U27HM1	None						

6. Enter the Project *Start Date* and *End Dates* to create the associated Budget Period Start and End dates. These dates for a new project will be blank. You should enter the same dates you used when setting up the new project and activity when completing the contract amendment.
7. Click on the **Save** button.

Step 7: Create Project Budget

The funded amount for the new Project is blank. You will need to create a Project Budget in order to populate this field.

The screenshot displays the 'Funding Info' section of the SWIFT system. It shows two project entries under the 'Funding Info' tab. The first project, R29G20U26HM1, is titled 'EWR U26HM1 Cedar River Revival' and has a funded amount of 254,512.00. The second project, R29G20U27HM1, is titled 'EWR U27HM1 Rum River Revival' and has a blank funded amount field highlighted in red. The interface includes navigation options like 'Find', 'View 1', and 'First', 'Last' buttons. The 'Award ID' is 000004836 and the 'Award Title' is 'EWR U26HM1 Cedar River Revival Mussel SWG-C'. The 'Award PI' is 'Crowell, Wendy J' and the 'Primary Project PI' is also 'Crowell, Wendy J'. The 'Total Award Amount' is 254,512.00.

Period	*Start Date	*End Date	Funded Amount	To Project ID	Budget Posting Status	PC Distribution Status
1	07/15/2017	07/14/2020	254,512.00	R29G20U26HM1	Posted	Distributed
1	11/06/2018	07/14/2020		R29G20U27HM1	None	

Generally, funding changes will come from the Grantor, and what the Grantor dictates will determine how a new project will be funded.

- If there are no additional funds to cover the cost of the new project, this will involve reallocating funds from the original project to the new project. Refer to the [“Redistribute Project Budgets”](#) guide for assistance.
- If there are additional funds to cover the costs of the new project, you will need to add a Project Budget, enter a Contract Amendment, and Update the Billing Limit. Refer to the [“Add or Reduce Grant Funding”](#) guide for detailed instructions.