

TFESSD Grant activation instructions

Grant activation basics:

- Any member of your team can prepare the GFR but only the TTL can submit it for approval.
- As always, all TTLs managing a trust fund have to be TFLAP accredited. Also, some of the activities have two TTLs but the system only allows one to be listed.
- You must have a project ID before grant activation. Project IDs are created in SAP using the AIS command (SAP>>logistics>>activity initiation>>create). Your RM staff can help with AIS.

Please activate your grant using the web-based Grant Funding Request (GFR):

1. Type **GFR** in your internet web browser.
2. Click on **Access GFR**
3. Login using your Pass Key
You're now ready to Create a new GFR -- this takes you to the first tab "Basic Data"
4. In the "Create new GFR" screen type 'TFESSD' in the Program field, click 'show windows', and select the right window:

3884 for Social Development Window,
3885 for Environment Window
3991 for Poverty window
3996 for social protection window

then click **Create GFR**.
5. Fill in all the "Required Information" (please note that sections with **red asterisk** are required fields, you will not be able to proceed unless these fields are filled in

Title of new GFRs for staff time/travel should be "STAFFTIME for X" where X=title of the substantive Trust Fund

Select Bank Execution
Select the end date indicated in your approved proposal
the "Country" box will be automatically populated once you fill in the Project ID code for "Grant Type," most of the time you will want to use **BEA** for AAA codes and BEO for KP codes
for "TF Usage," type **TA** for Technical Assistance & Advisor
6. you can skip the "Derived & Optional Information" section. Grants for staff time and travel can proceed to step 12.
7. include any relevant comments/information under the Comments/Requests by Team Leader box, click **save** then proceed to the next tab
8. scroll up and click on the succeeding tabs, e.g., **Description, Outcome, Components, and Disbursements** [grants for staff time and travel can omit this].
9. Fill in all the sections in each tab/section particularly those with red asterisk, then **save** before proceeding to the next tab

Under the **Outcome** tab, please make sure you put down the **outcome indicators approved as part of your full proposal**. These indicators are helpful for annual progress reports.
[grants for staff time and travel can omit this].

- for **outcome indicators**, select option #2 Use grant specific indicators and fill in the required fields [grants for staff time and travel can omit this].
10. please do not leave the **Components** section blank -- use the activities funded by TFESSD as the components. [grants for staff time and travel can omit this].
 11. under the Disbursements tab, please note that the following are ineligible expenses under TFESSD: all equipment costs related expenses, grants, staff costs, and TFCONEQUIP -- please delete these expenses from the list. [grants for staff time and travel can omit this].
 12. On the **Processing** tab: (i) for **Manager** put down your immediate line manager, (ii) for **Window Manager** the system should default to the relevant window manager.
 13. After completing all the sections, save your GFR and submit it for review/approval.

If you have any questions or need help with the GFR please contact eTF Query by email or phone x38510 between 7am and 3:30pm HQ time.