Grants Management and Monitoring System

Overview of process workflows

INTRODUCTION

EGREG is designed to help Contracting Authorities and their Grants Beneficiaries to exchange information necessary to facilitate the management and monitoring of grants projects.

The Contracting Authority is represented by the Imprest Administrator (referred to here as the Administrator), the Imprest Accounting Officer (referred to here as the Financial officer), and an Administrative Assistant.

The Beneficiary is represented by the Coordinator (or the Lead Applicant) and his Co-applicants(or Partners).

Figure (1) shows the users of the system with a brief of the functions granted to each group of users.

To ensure the visibility of the grant scheme programme, EGREG provides a section accessible by public visitors where a summary of each grant action can be viewed.
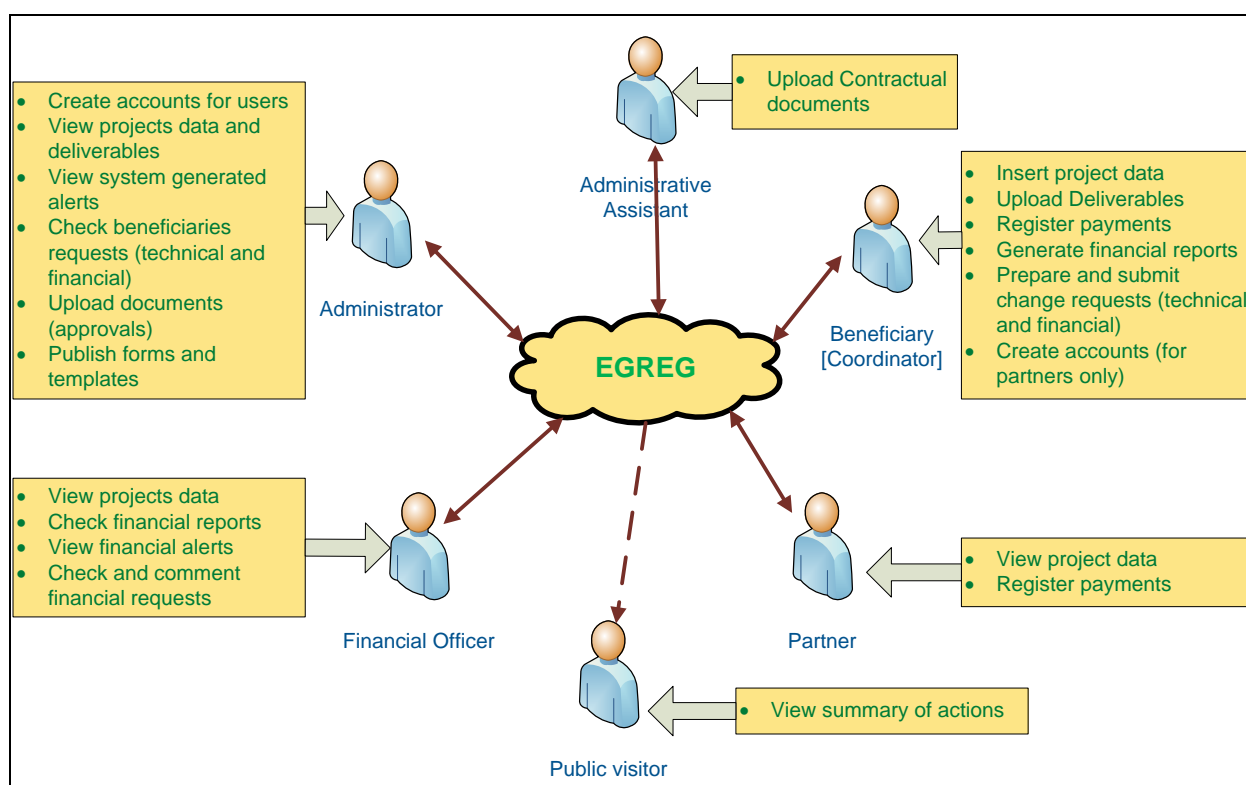

Figure (1): EGREG Users

Customisations

1. Groups of users can be customised to include additional roles or to eliminate some roles.
2. Functions granted to each group can be modified.
3. Visibility sections can be customised according the specific requirements of each programme.

The following section illustrates the processes realised by EGREG at a high level. Processes and operations are described in details in the users' manuals delivered with the system.

EGREG WORKFLOWS

1. Define the Grant Project

Following the creation of user accounts by the Administrator, each beneficiary inserts the project's key information into the system database. These information are retrieved from the submitted proposal . EGREG classifies this information in 3 parts:

1. The Fact Sheet (FS): a record that includes the most stable project's data (Summary of the Action).
2. The Action Plan (AP).
3. The Budget (Costs table & Expected Sources of Funding).

The project fact sheet is considered the basic project reference; upon completion it is submitted for approval from the administrator. Figure (2) illustrates the general process.
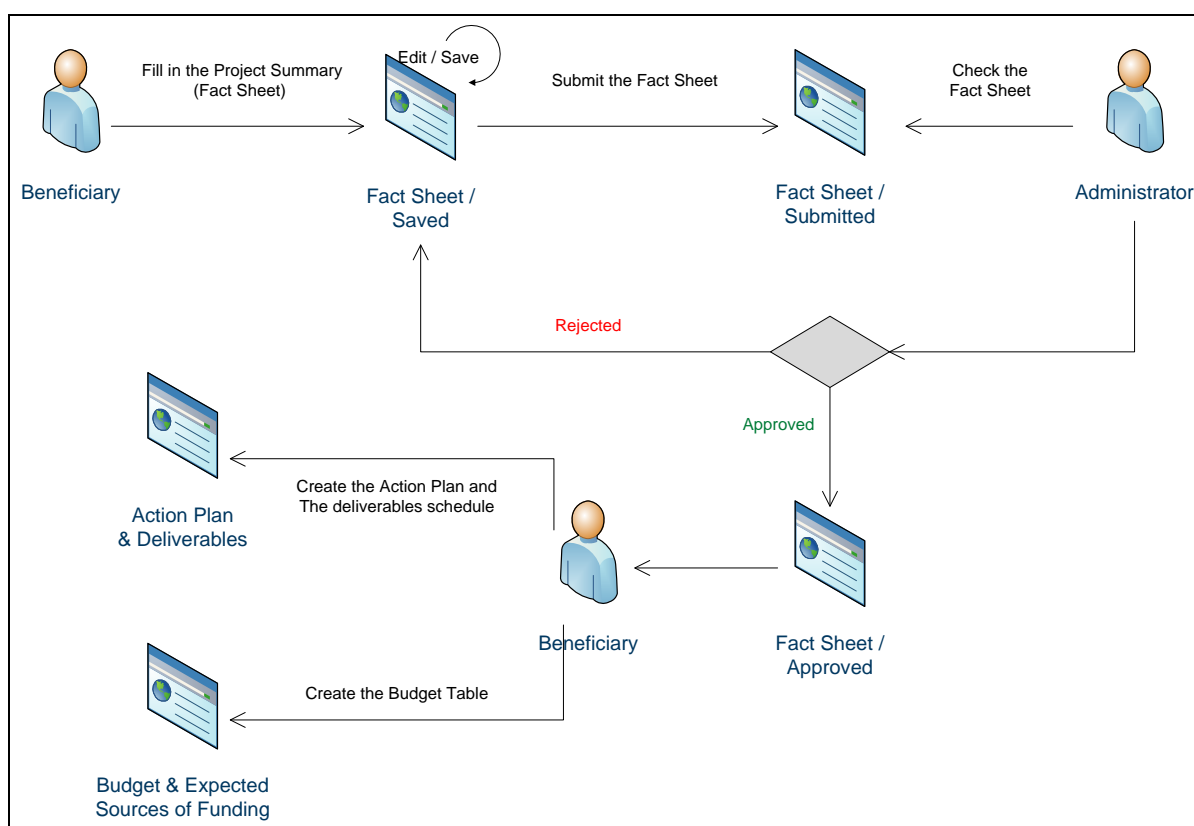

Figure (2): Fact Sheet entry

Only when the FS is approved by the administrator, EGREG shows in the left side menu the items *Action Plan* & *Budget* allowing the beneficiary to insert these information.

The Action Plan is composed of 2 parts:

1. The Action Plan chart: to be stored as a separate file (PDF, jpeg, jpg, png, wmf, gif).
2. The Table of Deliverables describing the main outputs planned to be delivered during project implementation.

The action plan should also be submitted to the Administrator; the process is similar to the fact sheet submission process.

If approved by the Administrator, EGREG provides the beneficiary with related functions showed in the left side menu bar (*Tasks and Deliverables*: Schedule daily tasks, Upload project deliverables and Request to update the action plan).

The beneficiary can at the same time insert the budget table (Costs of the Action & Expected Sources of Funding).

Budget must be submitted to the Administrator for approval as shown in the diagram of figure (3).
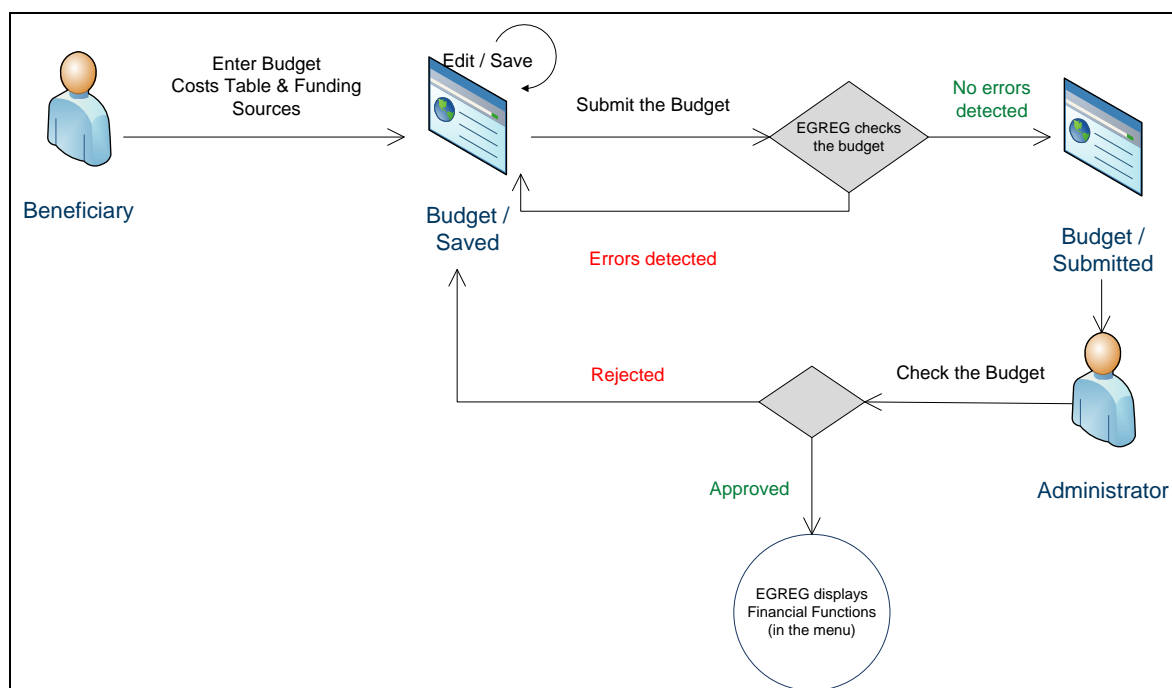

Figure (3): Budget entry

While inserting budget lines, EGREG checks immediately the formal correctness of data inserted; i.e. the value entered for contingencies reserve against the defined percentage, total cost against the total indicated in the fact sheet...etc, while the Administrator is responsible for verifying the conformity with the approved budget of the grant contract.

Once the budget is approved by the Administrator, EGREG provides the beneficiary with related functions showed in the left side menu bar (*Costs and Reports*: to register payments and generate financial reports, *Budget Updates*: for Contingencies, Reallocations, Budget Forecast, and *Addendums*).

2. Action Plan follow-up and updates

Updating the implementation status of the project on the technical side is achieved through scheduling day-to-day activities, uploading the expected deliverables, and updating the action plan and the timing of deliverables based on actual achievements and current circumstances.

These operations are made available through the menu *Tasks and Deliverables* that appears once the action plan is approved by the Administrator.

All operations are performed by the beneficiary with no intervention from any other user; only the request to update the action plan needs to be approved by the Administrator.

Updating the AP includes: replacement of the current action plan file (without deleting the previous) and modifying the list of deliverables and their due times (only for non-delivered items).

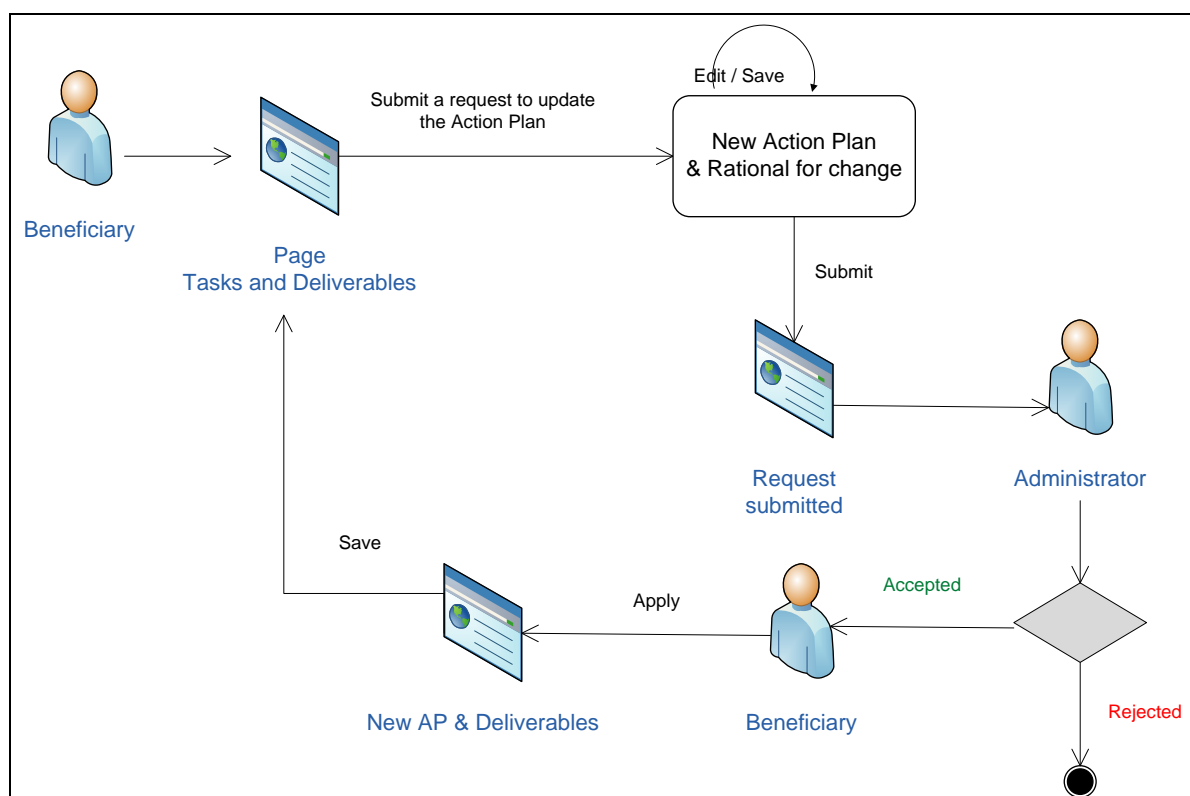Figure (4) illustrates the process adopted to update the action plan.

Figure (4): Update the Action Plan

3. Financial Status and Updates

Financial operations are provided through the menu items that appear on the left side panel:

- *Costs and Reports*: to register payments and generate financial reports.
- *Budget Updates*: to use contingencies, reallocate funds and prepare budget forecast.
- *Addendums*: to prepare addendums requests and adopt approved addendums.

Below is a brief description of these functions.

3.1. Payments Registration

Before registering the payment, the system performs immediate validations to ensure the formal correctness of payment details.

The system alerts the beneficiary in case a payments exceeds the number of units and/or the funds allocated for a specific budget line (or budget heading). If the beneficiary proceeds with the registration of such payments, the system alerts both the Administrator and the Financial officer while also alerting the coordinator that the costs may be considered ineligible

3.2. Financial Reporting

Financial reports, Interim and Final, are generated by the system based on all financial operations performed by the beneficiary (payments, use of contingencies and reallocations).

The system suggests the Start and End dates of the report based on the end date of the last submitted report; however, the beneficiary has the ability to select the period for which he wants to have the report.

3.3. Use of Contingencies Reserve

Contingency reserve can be used only upon a written approval from the Contracting Authority after having a written request submitted by the beneficiary. The system provides the beneficiary with functions necessary to prepare correct requests to use contingencies that take into account the amount already used, to export these requests to MS-Excel sheets and to upload a scanned copy of the written request. See figure (5)
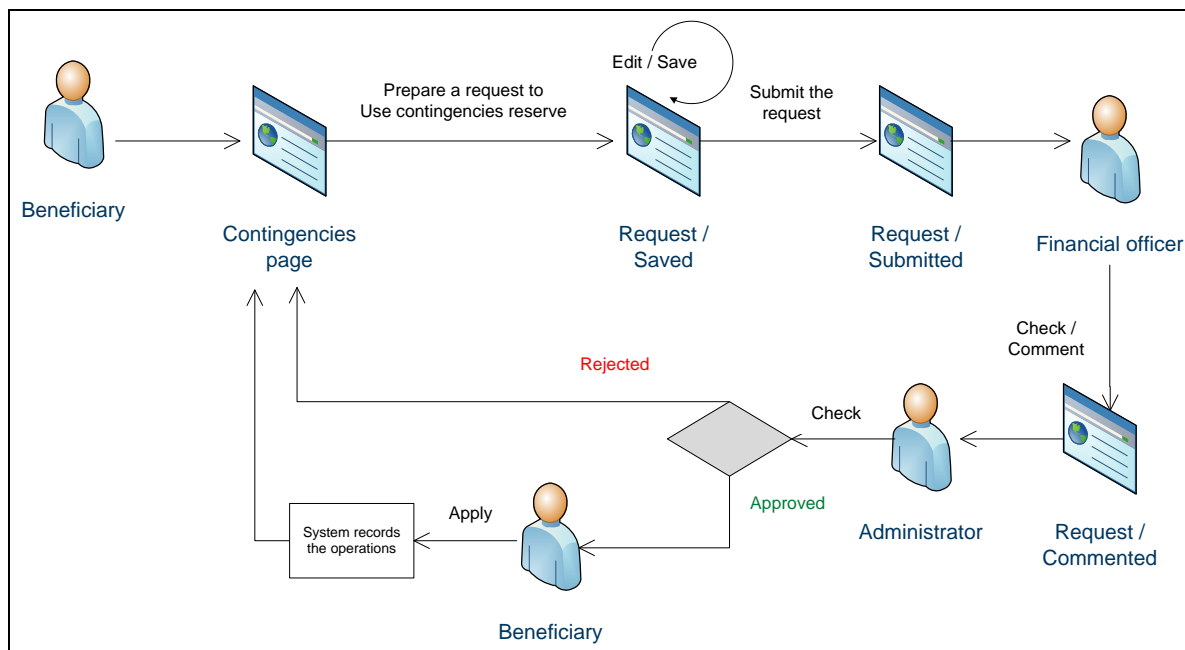

Figure (5): Use of Contingencies

3.4. Reallocating Funds

The system allows the beneficiary to transfer funds between main budget headings involving a variation of 25% or less of the amount originally entered. This type of modification is considered as minor modification that does not need an approval from the administrator, and can be performed as many times as needed with amounts transferred accumulated to not exceed the 25%. The beneficiary is advised to immediately inform the administrator by sending a notification letter that can be immediately uploaded to the system.

The system automatically alerts both the Financial officer and the Administrator whenever a beneficiary has changed his project's budget (even if a notification letter is uploaded by the beneficiary).

3.5. Budget Forecasting (Next year budget)

Beneficiaries implementing projects over a period longer than 12 months have to prepare a budget forecast for each 12 month period in the project life. Budget forecasting can be done through the menu item *Forecast Budget* (under *Budget Updates*) which is shown only for projects with more than 12 months implementation period. See figure (6)
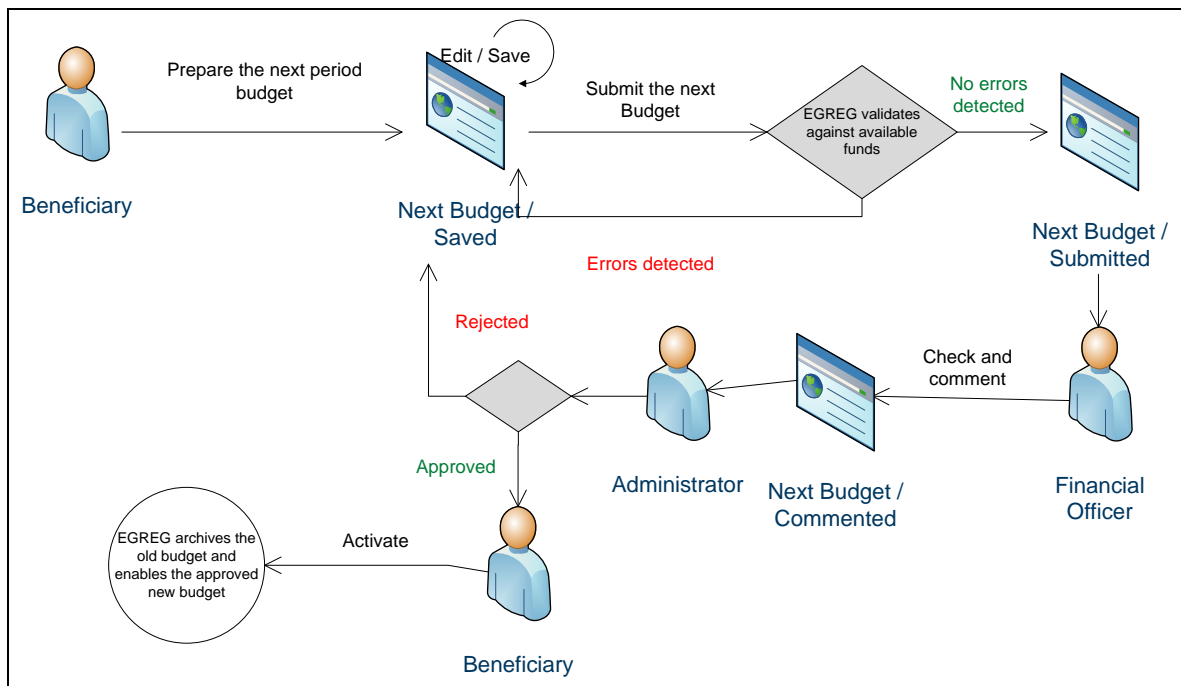
Figure (6): Prepare forecast budget

3.6. Prepare an Addendum

EGREG renders the preparation of addendum requests an easy task through a simple-to-use wizard allowing the beneficiary to create the explanatory note and to prepare the budget of the addendum, if required, taking into account occurred expenditures to avoid any errors.

The beneficiary and the contracting authority can negotiate the modifications requested through the addendum, and when an agreement is reached the beneficiary can officially submit his request through the system and in paper-form.

Figure (7) describes the major steps to request an addendum and to apply the changes if the request is officially approved.
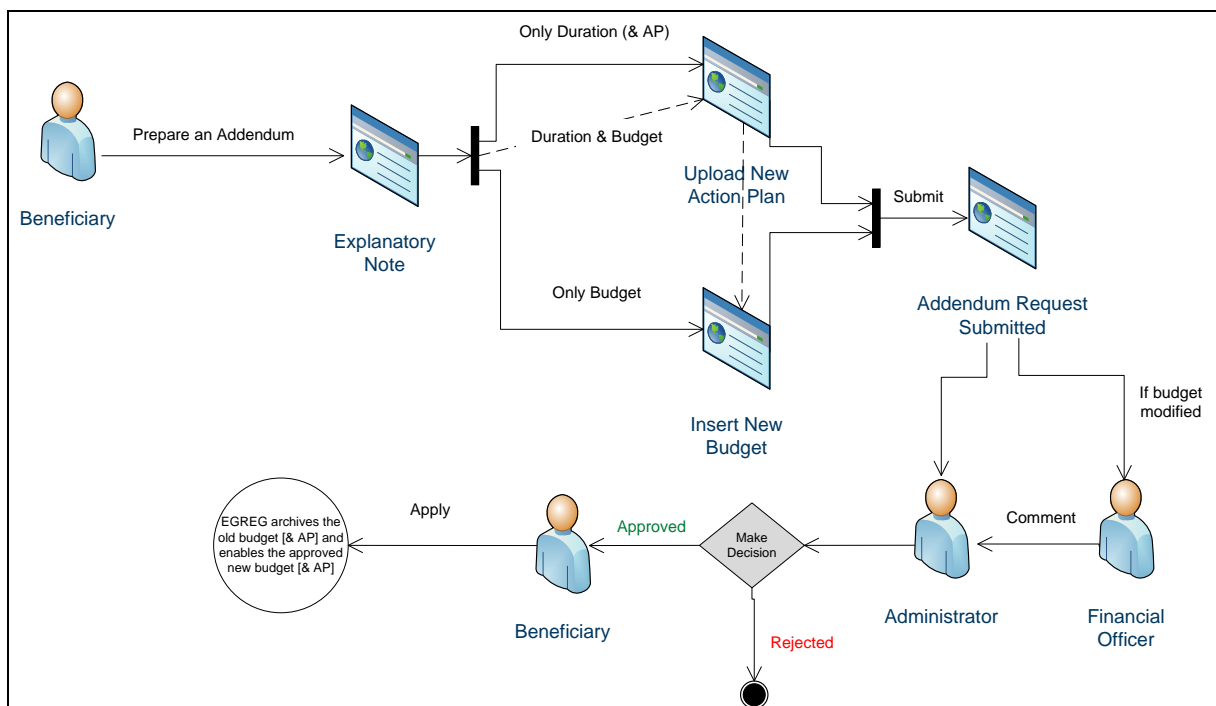

Figure (7): Prepare an addendum

DOCUMENTS MANAGEMENT IN EGREG

As paper based documents are requested by the rules, EGREG provides techniques for producing and keeping the documents in secured places.

Requests that can be prepared through the system (like: a request to use contingencies reserve, request to update the action plan, a request for addendum) and reports generated (like financial reports) can be exported to MS-Excel worksheets that can be then handled as external files to be formatted and/or printed according to the needs of the beneficiary.

These documents, together with other project related documents, can be uploaded again to the system repository, so an archive of all documents is kept secure on the server. For example, a request to use contingencies reserve prepared through EGREG, can be exported to an MS-Excel sheet that the beneficiary may print, sign and send in paper-form to the Contracting Authority where a scanned copy of the signed request is uploaded into the system.

From the other side, written approvals prepared by the Contracting Authority may also be uploaded to the system file repository.

All these documents are named according to a specific naming convention facilitating their archiving and retrieval. See figure (8).
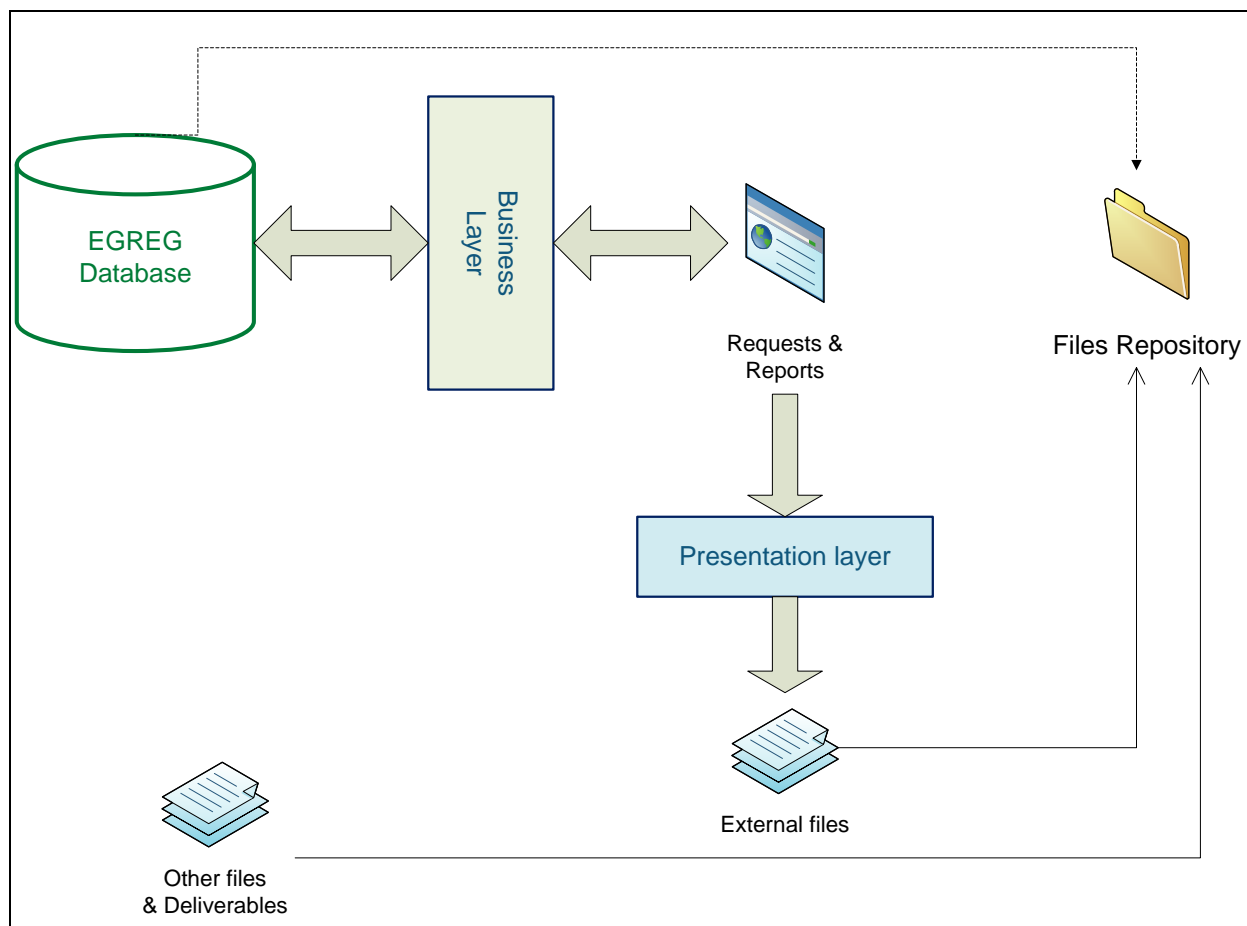

Figure (8): Documents Management

COMPLEMENTARY SERVICES

Customisations

Most aspects of the system are subject to changes and customisations according to the specific needs of each programme and the requirements of the Contracting Authority, this includes:

- ✓ Design and contents of public home page.
- ✓ Groups of users and functions granted to each group.
- ✓ Files naming conventions.
- ✓ Formats and styles of requests and reports.
- ✓ Process workflows.
- ✓ Additional reports and statistics.

Training

Webinars and hands-on training can be organised.

Technical and Administrative assistance

Users (from all groups) are provided with the facility to submit their enquiries, both technical and administrative, to a backstopping team ready to answer their questions.