

## NUPlans for Grants

### Course Guide

This is an introductory course available throughout the budget preparation season.

### Intended Audience

- Users of NUPlans Budgeting with the Grants or Prep File security access role

### Course Format

This course is online only. There is no in-person attendance; however, support is available via e-mail from an instructor. Contact [admin-systems-training@northwestern.edu](mailto:admin-systems-training@northwestern.edu).

### Prerequisite

A recommended prerequisite is FMS701 NUPlans Budgeting Basics. The first two sections called NUPlans Application Basics and Getting Started provide the foundation for FMS705.

### Enrollment and Completion

- Course Registration: Registration via FASIS Self Service is encouraged but optional. Begin the course at any time from the Finance, Facilities, and Research Training Curriculum. Course sessions are monthly. The purpose of enrollment is to update your Training Summary in FASIS.
- Course Completion: At the end of each month, the instructor marks complete all who enrolled during the month. At that time, Training Summaries are updated.

### Learning Sequence

Below is the default learning sequence.

#	Part	Length	Medium	Special Instructions
<b>1</b>	<b>Estimating Grant Expenses</b>			
1.1	Estimating Grant Expenses in NUPlans Contributor	13m	Demonstration YouTube video	Tour the Grant Input view in NUPlans Contributor where you enter grant expense estimates for the next fiscal year in order to calculate a budget for Internal Cost Recovery (ICR).  Learn tips for showing/hiding columns in the Grant Input view.  See the interaction between NUPlans Web and Contributor, including the form that adds grant proposals to the budget preparation file and the Indirects Report which totals F&A calculated from your estimates.
1.2	Add Grant Proposals and Find the Indirects Report in NUPlans Web	NA	Tutorial PDF document	Walk through the Add Grant Proposal form and find new proposals in the budget preparation file of NUPlans Contributor.  Use the Modify Grant Proposal form to change a description or fund.  Find the Indirects Report in NUPlans Web.

## Library

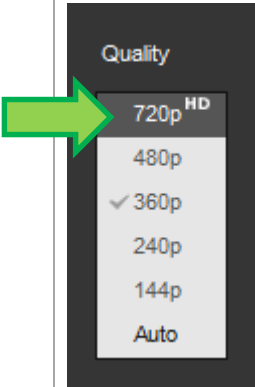
Documents over four pages have a table of contents.

#	Document	Type	Contents
1	NUPlans Grant Input View	Reference	Learn the purpose and layout of the Grant Input view in NUPlans Contributor. Get tips for supporting your estimates with source information from related Cognos reports. Define columns in the view.
2	NUPlans Budget Preparation	Checklist	Find a grant expense estimates checklist on page four.
3	Grant Proposals in NUPlans Web	Job Aid	Get the steps to add grant proposals to the budget preparation file and modify them with forms in NUPlans Web.

## Using YouTube

YouTube has functionality that can enhance your experience of the videos.



Icon	Label	Description
	Pause	YouTube videos start playing by default. The pause button enables you to stop the video.
	Play	The play icon appears after you pause a video. Pause and play are a toggle.
	Volume	The audio controls in YouTube are separate from your computer. We recommend that you keep audio at maximum on the YouTube toolbar and control volume in a single place on your computer.
	Closed Captioning	Closed Captioning is available from YouTube. YouTube converts audio to a written script that it displays on command. The quality of closed captioning is surprisingly good, but imperfect. A full script in document form is available on request.
	Settings	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>YouTube controls the visual quality of the video and presents the video at medium quality by default.</p> <p>To sharpen the video (improve clarity), click the cog icon and select 720HD. Doing so is especially important on large screens and HD television screens.</p> </div> </div>
	Large Player	YouTube displays video in a small viewport by default. Use the large player to see a larger display.
	Full Screen	Use the Full Screen option to see the maximum size on your monitor or HD television.