**IDENTIFYING CORRESPONDENCE FOR FILING**

November 3, 2011

The easiest items to file are those that include a grant ID number, such as the signed grant agreements. Any other item will still need to be verified because some institutions carry over the original ID number on later grants for the same project. We need to record according to the period being reported on, which in our system is usually a new grant each year.

There are many things to consider while identifying which grant a piece of correspondence belongs to. These items could be final or interim financial reports, final or interim programmatic reports, receipts, acknowledgement and thank-you letters, requests for term extensions or approval of budget changes or any other kind of request or update.

First off, you will start in the requests tab of Gifts and search for the organization’s name. The search will look at four fields to match your criteria (Name, Legal Name, Sort Name, AKA). It is best not to use too much of the name because the prepositions, dashes and “ampersand versus and” may cause the organization not to be found, so you would need to search again. You may search for acronyms, as they are usually entered in some field of the organization. Look for the most recent grant whose project title refers to the subject of the correspondence. Glance through the grant date column on your screen and be sure the item is dated after the date of award; if not, you could be dealing with an update to a pending request, in which case it should be added to the requirements tab and then filed in the open agency files. The next thing to consider is the timeframe referred to in the letter. The Foundation’s Grant Agreement describes the term of the grant as one year from date of first payment. Look at the letter to determine if the contents refer to a timeframe within the most recent grant; if not, check the next one chronologically in line. If the letter you are identifying is dated prior to the first payment for the grant you are looking at, move down to an earlier grant. The grantee cannot report on a grant that has not yet been paid.

Occasionally you may need to search the contacts tab for the name of the signatory. When found, focus and move to the requests tab and proceed with the identification process as above.

If the letter contains a check number, start in the payments tab and search using criteria of “check number equals.” When that comes up, focus and move to the requests tab and there is the ID number. If you need to record a receipt, for example, focus on the requests tab and move to the requirements tab. Now you are able to add to one of the existing requirements or create a new one. When you have identified the grant, write the ID number on the correspondence next to the variation of the organization’s name as seen in the database.

Some correspondence comes from the project of an organization. You may not know the official name, but you can search for the title the project is known as; it was most likely noted as an A/K/A in the organization’s record. (Example: The Foundation for Cultural Review produces *The New Criterion* magazine. Their correspondence usually arrives on *The New Criterion* letterhead. If you search for “The New Criterion” the Foundation for Cultural Review will show up and the project description will be to support The New Criterion magazine. In this case you will need to write the name of the organization under which the project is filed (Foundation for Cultural Review) as well as the ID #, on the letter.