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# Checklist Before Submitting COP22 PEPFAR Budget and Projected Expenditure Template – Agency Field Users

July 18, 2022

## Before Downloading COP22 PEPFAR Budget and Projected Expenditure Budget Template from DATIM via the ERB Processor App:

- Confirm that the Implementing Partner has submitted the template, not just uploaded it
  - In the **Data Approval App**, the status in the View tab should read “Submitted by Implementing Partner” for the mechanism
  - Mechanism must appear in the list of mechanisms in the Accept tab
- Confirm that the template has passed DATIM validation checks
  - In the **ERB Processor App**, the status field should have a green “Success” note
- Collect any additional documentation needed for review (COP22 FAST Budget, etc.)

**Note:** In COP22, IPs will have the option to explain the discrepancies if the Approved FAST Budget is different than the budget in the PEPFAR Budget and Projected Expenditure Template. This is not required, and the text box will only appear in the ERB app if there is a warning in the template.

Once all checks are completed, you can download the template from the ERB Processor App.

## Before Submitting COP22 PEPFAR Budget and Projected Expenditure Template in DATIM via the Data Approval App:

- Download the template from the **ERB Processor App** and confirm that the metadata located in the “Metadata and Error Checks” sheet is correct and corresponds to the DATIM metadata for the mechanism for which the template was submitted
- Confirm that all error checks in the “Error Checks” section of the “Metadata and Error Checks” sheet have been passed:
  - Error Check 1: Prime UEI; cell L11 should read “No, the prime UEI number satisfies the data entry criteria.”
  - Error Check 2: Program Management; cell L13 should read “No, program management budget has been entered.” if there were budgets for direct or indirect management costs.
  - Error Check 3: Interventions Not Fully Defined; cell L15 should read: “No, all interventions have been fully defined.”
  - Error Check 4: Very Unlikely Combinations of Program Area and Beneficiaries; cell L20 should read: “No, there are not any very unlikely combinations that have been selected.”



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- Error Check 5: Very Unlikely Combinations of Program Area and Cost Category; cell L25 should read: "No, there are not any unlikely combinations that have been selected."
  - In the "Budget Template" sheet, confirm intervention classifications against COP22 FAST and Work Plan
  - Confirm cost category budgets in each intervention are appropriate for the selected intervention
  - Confirm budget totals for accuracy against COP22 FAST budget information, or confirm that any changes to the budget from COP22 FAST are known by the agency and accepted
  - Confirm the following information between the spreadsheet and the DATIM validation feedback in the **ERB Processor App**:
    - The number of interventions,
    - The grand total budget.
  - Review narrative explanations for any discrepancies from COP budget submitted alongside the Budget and Planned Expenditure file.

**Once all checks are completed, accept and submit template in Data Approval App**

## Before Exiting DATIM

- Confirm that the template has been submitted
  - In the Data Approval app, the status in View tab should read "Submitted by Partner" for the correct mechanism
  - If the template needs to be returned to the Implementing Partner for editing, go to the Return tab, check the mechanism to be returned, and click "Return". The status in the View tab should read "Pending at Partner" for the correct mechanism.