Checklist Before Submitting COP22 PEPFAR Budget and Projected Expenditure Template – Implementing Partners

July 18, 2022

Before Entering Data Into COP22 PEPFAR Budget and Projected Expenditure Budget Template:

☐ Review COP22 budget information as provided to you by your USG awarding agency.

☐ Verify that the COP22 Budget and Projected Expenditure Template is downloaded from DATIM support, www.datim.zendesk.com, and has not been unlocked or 'broken.'

  ☐ Please note that templates downloaded before June 30 will not be valid for use.

☐ Collect the following metadata before entry:

  ☐ Prime Implementing Partner (prime recipient organization) name and UEI number

  ☐ USG Funding Agency and Award number

  ☐ Mechanism ID and Mechanism name

Before Uploading Template to DATIM via the ERB Processor App:

☐ Save the template with the naming convention, "FY23_PEPFAR_Budget_and_Projected_Expenditure_[MechanismID].xlsx"

☐ Verify that the file is saved as an Excel Workbook file type, or .xslx file

☐ Confirm that all metadata fields have been correctly completed:

  ☐ UEI numbers are always 12 digits, and should not be "000000000000"

☐ Confirm that the template is not unlocked, broken, or corrupted.

  ☐ No budget has been entered in cells with "NA"

  ☐ Password protection on sheets is still enforced

  ☐ No tabs have been inserted or added; No tabs have been deleted or hidden

  ☐ No values have been copied and pasted into the dropdowns for Program Area (row 4) or Beneficiary (row 5)

☐ Confirm that all budgets are entered as positive integers.

☐ 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."

- ☐ 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."

- ☐ Confirm intervention classifications against the COP22 budget provided to you by your awarding agency.

- ☐ Confirm total amounts entered in the template.

  - ☐ Confirm row totals (by sub cost category) and column totals (by intervention) against accounting records (e.g., Personnel totals calculated in the template from data entry = Personnel budget total from accounting records)

  - ☐ Confirm grand total of rows and columns equal and are equal to total budget for COP22.

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, upload template to the ERB Processor app in DATIM

Before Submitting Template in DATIM via the Data Approval App

- ☐ Confirm the fields selected on the data entry screen in the DATIM ERB Processor app

  - ☐ Confirm the Organization Unit is correct for your mechanism

  - ☐ Confirm the Workstream is "PEPFAR Budget and Projected Expenditure"

  - ☐ Confirm the COP Year is "COP 22"

  - ☐ Confirm the Funding Mechanism is the correct mechanism ID

- ☐ Confirm that the uploaded file is the correct file for the mechanism ID shown above.

  - ☐ Confirm that the status field has a green "success" feedback

  - ☐ Confirm the number of interventions and the total amount validated by DATIM

- ☐ If a discrepancy is identified between the FAST budget and the template, please use the narrative box in DATIM to explain the discrepancy.

Once all checks are completed, submit the template in DATIM (see Implementing Partner instructions document for how to submit).

Before Exiting DATIM

- ☐ Confirm that the template has been submitted

  - ☐ In the Data Approval app, the status in View tab should read "Submitted by Implementing Partner" for the correct mechanism