

Tip Sheet on Deleting Applications and Amendments in TrAMS: Guidance for Recipient Users

In March 2018, FTA deployed changes to TrAMS that will allow recipient users with the developer and submitter roles to delete applications and amendments that are in the status of “in progress” by themselves without having to call the help desk. This new feature should help make the development and management of grant applications more efficient.

This document provides guidance, tips, and answers to questions regarding the new functionality:

1. Q: What does the delete functionality cover?

A: The Delete functionality will apply to all applications and amendments. Applications and amendments that were created before the deployment of this functionality can be deleted as well as those that are created after the new functionality is deployed.

2. Q: Will the delete functionality impact original awards or prior amendments?

A: Deleting a current amendment will not impact the original award or prior amendment.

3. Q: Who can perform delete functions?

A: Recipient users who have been assigned with the developer or the submitter role can perform the Delete function for any applications or amendments that are *in progress only*. *In progress* means that the application or amendment has not yet been transmitted to FTA, including grants that have been returned to the grantee. All other applications/awards in other statuses will need to be deleted by FTA staff or TrAMS help desk, if deletion is an appropriate course of action.

4. Q: Will the Delete function be the same for TEAM and TrAMS Grants?

A: The rules for deleting amendments to TEAM grants are the same.

5. Q: Will we have a record about deleted actions?

A: Recipient users can contact the TrAMS help desk to obtain the following information about an item that was a deleted:

- The user who performed the deletion
- When the deletion occurred
- Which application was deleted (i.e. application number)

6. Q: Can we recover information deleted accidentally?

A: **Deleted information cannot be recovered.** Recipient users will be required to check a box indicating that they understand an application cannot be recovered once deleted (see screen shot below from FTA’s testing environment). We recommend using the “View/Print Application” button present on the deletion summary form to keep a record of the application information before proceeding with deletion.

Warning | Delete Application IL-2018-014-01



Please confirm that this is the application you would like to delete, and that you understand that this application cannot be recovered by TrAMS users or by the TrAMS help desk.

I understand that this application cannot be recovered once deleted

BACK

DELETE

7. Q: What information related to an application or amendment will also be deleted?

A: When recipient users deletes an application or amendment, all documents uploaded (regardless of location of upload) to that application or amendment will also be deleted (documents associated with an original award or prior amendment will be left intact).

8. Q: What information related to an application and amendment will not be deleted?

A: If a recipient user has made changes to its fleet status information before the application was deleted, the fleet status information will not be deleted. The recipient user should ensure that their organizational profile has the current fleet status.

9. Q: Can Recipient Users still contact the help desk to request that information be deleted?

A: The TrAMS help desk can still delete information, however the help desk will advise the recipient user that this information can now be deleted by the recipient.

10. Q: How will application and amendment numbering sequencing work after an application or an amendment has been deleted?

A: If an application has been deleted, TrAMS will not re-use the number of the deleted item, but will go to the next number in the sequence. For example,

if an application with the temporary number of 1182-2018-18 is deleted, the next application created will be 1182-2018-19.

In the case of amendments, if an amendment is deleted then the next amendment created will re-use the same suffix. For example, if amendment IL-2018-014-**01** is deleted the next amendment created for this application will still be IL-2018-014-**01**.

11. I tried to delete an application and got an “action completed successfully” message but the application has not been deleted. What happened?

A. As of early March, 2018, applications with budget activity line items that were created but not modified (i.e. a line item was selected but no information had been entered and saved) cannot be

deleted (this is also preventing users from running a view/print of the application). We will be working to make a software change in the near future so that all *in progress* applications can be deleted. In the interim, users can delete the ALIs or go in, modify, and save each ALI and then delete the application.

12.. Q: Why may users see a pink screen after using the delete functionality?

A: Users may see a pink-box error after using the delete functionality because the record no longer exists. This is a valid pink screen. (We cannot change the language of the message that appears).

13.. Q: Why do users get a task notification after using the delete functionality?

A: Currently TrAMS displays a task confirming that the application or amendment has been deleted. Users can click the task and close it but no action is needed on the task to complete deletion.

14. Q: Will deletions impact financial information in TrAMS?

A: Deleting applications and amendments that are “in progress” do not impact financial information in TrAMS.