

## File Naming Convention for Progress Reports and Amendment Submissions

For all **progress reports and grant amendment requests**, the name of the file must begin with the letters PBG followed by an underscore; NonLSS and the grantee's Initials followed by an underscore; the 4-digit SFY, followed by an underscore; include the Grant Number and the Line Number from the Notice of Grant Award, followed by an underscore; and the Type Code (AMD, IPR or FPR) from the list below, followed by the file extension, ".pdf."

### **PBG\_NonLSSInitials\_SFY\_Grant#Line#\_TypeCode.pdf**

PBG	Non LSS and Initials	SFY	Grant # Line #	Type Code
Part B Grants required prefix	The Initials should be replaced with the grantees'- Such as: UMCP for the University of MD College Park; SOMD for Special Olympics of Maryland; KKI for The Kennedy Krieger Institute	4-digit State Fiscal Year	Submissions of Progress Reports and Amendments must include the Grant Number and Line Number listed on the Notice of Grant Award	Type of submission is indicated as follows: <ul style="list-style-type: none"> <li>• Amendment –AMD</li> <li>• Interim Progress/Cumulative Variance Report – IPR</li> <li>• 2<sup>nd</sup> Interim Progress/Cumulative Variance Report – IPR2 *</li> <li>• Final Progress/Cumulative Variance Report – FPR</li> <li>• Non LSS Final Financial Report - FFR</li> </ul>

Example of the naming convention for an Interim Progress/Cumulative Variance Report:

#### **PBG\_NonLSSKKI\_2017\_17123401\_IPR.pdf**

This would be the file name for the Kennedy Krieger Institute submission of the Interim Progress/Cumulative Variance Report.

This example includes a hypothetical grant, number 171234, Line 01

Example of naming convention for an amendment:

#### **PBG\_NonLSSPACT\_2017\_17694501\_AMD.pdf**

This would be the file name for Parents and Children Together submission of a request to amend the SFY 2017 grant.

This example includes a hypothetical grant, number 176945, Line 01.

\*IPR2 is usually required when a grant has been extended.