



Office of Management and Budget
SharePoint Naming Conventions
Revised 07/2019

Grants Management Documents:

All Documents – Use Document Property Type:

- Amendment Amendment_FAIN_AmendmentNumber
- Federal Award Letter Award_FAIN_AmendmentNumber
- MOE Letter (NEW) MOE_FAIN_AmendmentNumber
- Program Guidance Guidance_FAIN_AmendmentNumber
- Subaward Subaward_Subaward#_Amendment
Number
- Supporting Documentation
SupportingDocument_FAIN_AmendmentNumber
- Terms and Conditions
TermsAndConditions_FAIN_AmendmentNumber

Examples:

Federal Award Letters:

Award_[FAIN]_amendment#

e.g. Award_01-01-14232_1

Subaward Award Letters:

Subaward_[Subaward#] e.g. Subaward_ 000-XXXXX

Subaward_2012-VA-GX-0005

NOTE: Co-Prime awards are now referred to as **Subawards**

Indirect Rate Approval Letter

- Naming Convention:
AgencyAbbreviation_IndirectLetter_ReportingPeriodEndDate
e.g., DEM_IndirectLetter_6.30.19
- Document Properties
Document type: Indirect Rate Letter
CFDA: 99.999
Action Type: Modification