

# NCPRO PANGRAM

- Customized version of SAP Grants Management System developed by NCDOT
- More than a dozen state agencies uses SAP system for Grant Management
- PANGRAM: **PAN**demic **G**rants and **A**wards **M**anagement

## **Definition of *pangram* by Merriam-Webster**

“a short sentence containing all 26 letters of the English alphabet”



# NCPRO PANGRAM - Agreement Creation

Agreement Creation (NCPRO Grant Management Team)

Communication and Interview with Recipients

Collecting Data Prepare Supporting Documents & Forms

MOU/Contract DocuSign

Approval (NCPRO Legal – Accounting – Grant Manager)

# NCPRO PANGRAM - Project/Agreement Execution

Project Execution Recipients (Grantee)

Payment Requests <Supporting Documents>

Approval (Grant Manager – NCPRO Accounting – OSBM Accounting)

(Monthly) Expense Report <Supporting Documents>

(Quarterly) Subrecipients Data + Programmatic Data + Other Required supporting documents

# NCPRO PANGRAM - Other Functions



Reporting



Monitoring/Project  
Progress Tracking



Research and Analysis



# NCPRO PANGRAM - NCPRO Grant Manager

The screenshot displays the NCPRO Grant Manager web application. At the top left is the NCPRO logo (NC Pandemic Recovery Office). The top right shows a user greeting "Welcome 2YLEI" and a search bar containing "2000047724" with "Go" and "Advanced" buttons. The main content area is titled "Home" and features a sidebar with "Home" and "Workflow Tasks" sections. The "Workflow Tasks" sidebar includes a "Recent Items" list with entries like "3000169792 2021 ..." and "3000169793 2021 ...". The main area contains four highlighted panels: "Search" (listing Agreements, Disbursements/Reimbursements, Expense Reports, Programs, Recipient Accounts, Workflow Search), "Workflow Tasks" (listing "NCPRO Reimbursement 3000169854 (L1) - NC Dept of Commerce"), "Create" (listing Agreements, Create Disbursements), and "Web Links" (listing Reference Resources).

NCPRO  
NC Pandemic Recovery Office

Welcome 2YLEI

Saved Searches 2000047724 Go Advanced

Home Back

Home

Workflow Tasks

Recent Items

- 3000169792 2021 ...
- 3000169793 2021 ...
- 3000169795 Test A...
- 3000169844 Rural ...
- 2000047704 DHHS
- 2000047723 Test A...
- 3000169791 2021 ...
- 2000047724 HVAC ...
- 4000026066 NCcar...
- NCPRO Expense ...

**Search**

- Agreements
- Disbursements/Reimbursements
- Expense Reports
- Programs
- Recipient Accounts
- Workflow Search

**Workflow Tasks**

- NCPRO Reimbursement 3000169854 (L1) - NC Dept of Commerce

**Create**

- Agreements
- Create Disbursements

**Web Links**

- Reference Resources

# NCPRO PANGRAM - Recipient (State Agencies + Other Entities)

The screenshot shows a web browser window with the URL [https://qcr.ebs.nc.gov/grants\(bD1lbiZjPTYwMCZkPW1pbg==\)/default.htm](https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm). The page title is "Welcome 2SR\_NCPRO1". The NCPRO logo is visible in the top left corner. The main content area is titled "Home" and contains three panels: "Search", "Create", and "Web Links".

**Search**

- Change Expense Report
- Change Reimbursement Claims
- Review Expense Report
- Review Reimbursement Claims
- View Agreement

**Create**

- New Expense Report
- New Reimbursement Claim

**Web Links**

- Reference Resources

**Recent Items**

- 2000047701 2021 ...
- 3000169844 Rural ...
- 2000047734 Rural ...
- 2000047727 NCOR...
- 3000169834 Test A...
- 4000025998 2021 ...
- 3000169842 Rural ...
- 2000047740 NCcar...
- 3000169836 Premi...
- 2000047732 ERA1-...

# NCPRO PANGRAM - Recipient Registration

Step	Action	Work time	Processing/Waiting Time
Step 1	communication with NCPRO staff that you are going to register	0.1 hour	
Step 2	Already has NCID? Yes, Skip step 3, go to step 4	0.1 hour	
Step 3	<b>NCID Creation:</b> <a href="https://ncid.nc.gov/idmdash/#/default">https://ncid.nc.gov/idmdash/#/default</a>	0.5 hour	1-2 Business Days
Step 4	Fill online form: <a href="https://www.ebs.nc.gov/sap/crmaccess/index.html">https://www.ebs.nc.gov/sap/crmaccess/index.html</a>	0.5 hour	
Step 5	Email Confirmation	0.1 hour	1-2 Business Days
Step 6	Contact NCPRO assigned Grant Manager contact	0.1 hour	
Step 7	Log in to PANGRAM system <a href="https://www.ebs.nc.gov/">https://www.ebs.nc.gov/</a>	0.5 hour	
Step 8	Success, Milestone		Registration Process Done

# NCPRO PANGRAM - Recipient Training

- No Virtual Training Environment, all real-world payment request and expense report.
- One-On-One training for early recipient users
  - Finish user registration process
  - PIONEER users, may experience technical glitches
  - Helping us develop more client-oriented, user-friendly training materials
  - Directly working on your projects, get tasks done, build experience and confidence
- Working on training videos and materials, registration infographic sheet, will be available in March 2022
- One-On-One support/training will be available in on-going process
- Training will take about 30 minutes.