



NCPRO

NC Pandemic Recovery Office

NCPRO PANGRAM Introduction

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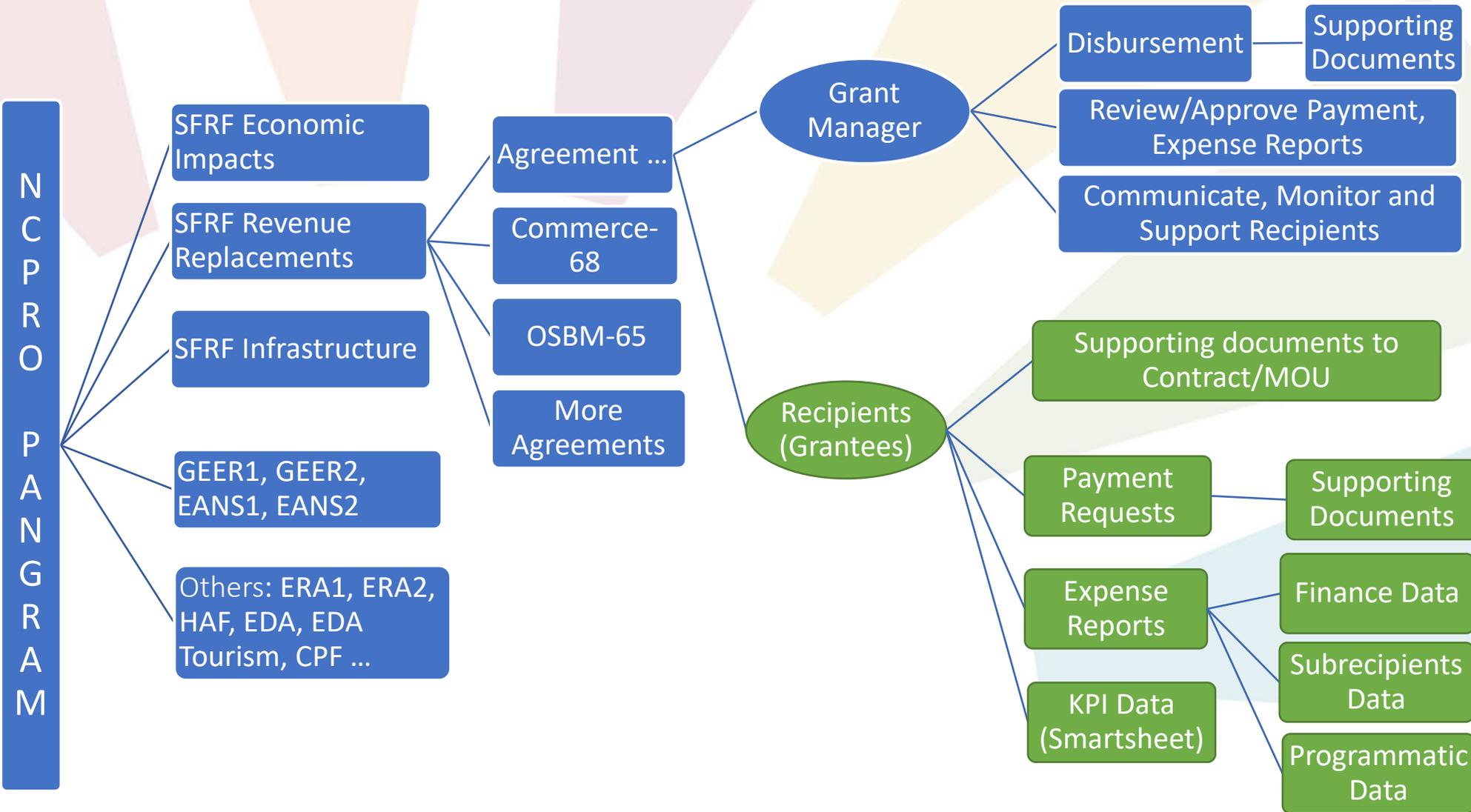
NCPRO PANGRAM

- Customized version of SAP grants management system developed by NCDOT
- More than a dozen state agencies use SAP system for grants 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 DIAGRAM



NCPRO PANGRAM - Agreement Creation and Approval

Agreement Creation (NCPRO Grant Management Team)



Communication and Interview with Recipients



Collecting Required 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 Finance Team – OSBM
Fiscal Office)

(Monthly) Expense Report (Expenditure Data + Programmatic Data
+ Other Required Supporting Documents)

Approval (Grant Manager – NCPRO Finance Team)

NCPRO PANGRAM - Other Functions



Reporting



Monitoring/Project
Progress Tracking



Research and
Analysis



NCPRO PANGRAM Interface- NCPRO Grant Manager

The screenshot displays the NCPRO Grant Manager interface. 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 on the left with "Home" and "Workflow Tasks" sections. The "Workflow Tasks" sidebar includes a "Recent Items" list with entries like "3000169792 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).

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 Interface - Recipients (Grantees)

The screenshot displays the NCPRO PANGRAM interface in a web browser. The address bar shows the URL: [https://qcr.ebs.nc.gov/grants\(bD1lbiZjPTYwMCZkPW1pbg==\)/default.htm](https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm). The page header includes the NCPRO logo (NC Pandemic Recovery Office) and a welcome message: "Welcome 2SR_NCPRO1". A search bar contains the text "era1" and a "Go" button. A "Saved Searches" dropdown menu is visible. The main content area is titled "Home" and features three panels: "Recent Items", "Search", and "Web Links".

Recent Items

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

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

NCPRO PANGRAM - Recipient Registration

Step	Action	Approximate 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	NCID Creation: https://ncid.nc.gov/idmdash/#/default	0.5 hour	With in 2-3 business days
Step 4	PANGRAM online registration: https://www.ebs.nc.gov/sap/crmaccess/index.html <ul style="list-style-type: none"> • Agency Field: NCPRO - PANDEMIC RECOVERY OFFICE • Your name and email address fields must fully match the name and email address in your NCID account. 	0.5 hour	
Step 5	Email Confirmation from NCDIT – Transportation EBS User Provisioning	0.1 hour	Normally within 1-2 business days
Step 6	Contact and notify your corresponding NCPRO assigned Grant Manager	0.1 hour	
Step 7	Log in to PANGRAM system https://www.ebs.nc.gov/	0.5 hour	
Step 8	Success, Registration Process Done		

NCPRO PANGRAM - Recipient Training Resources

- Intro to PANGRAM and Expense Reports Training (available on YouTube and NCPRO website)
<https://www.youtube.com/watch?v=hcZ4NjT8ROw&t=11s>
- One-On-One training per recipient's request
- PANGRAM Office Hours (Every Tuesday from 3:00 pm to 4:00 pm)
Format: [Microsoft Teams Meeting](#)