

ICAP PORTAL ADVANCED USER GUIDE



DECEMBER 1, 2016

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Welcome

Congratulations, SWATeam Clerks! You have made it! Now that you have the basic understanding on how to work on the Illinois Climate Action Plan (iCAP) Portal, it is time for you to learn how to do some of the more advanced work on the portal. You will be given access to the 'Administration' option which would allow you more control over the portal. This Advanced User Guide will prepare you for it.

1. Administration option

Once you login to the portal, you will see the '<u>Administration</u>' option at the bottom of your screen, between '<u>My account</u>' and '<u>Add Project Update</u>'.

Once you click on the 'Administration' option following window will open:

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Institute for Sustainability, Energy, and Environment (iSEE) 1101 W. Peabody, Suite 350 (NSRC), MC-635 | Urbana, IL 61801 Phone: 217.333.4178 | Fax: 217.244.2006 | <u>sustainability@illinois.edu</u> © University of Illinois Board of Trustees | Produced by <u>MSTE</u>

My account Administration Add Project Update Log out



Using the Administration option, authorized users can add video, funding source, metrics, place, project funding, and project updates to a specific project. SWATeam Clerks are not authorized to add projects or featured projects. Only iCAP Administrators can add these contents.

1.1. Adding videos

It is recommended to upload a video, if a video relevant to a project is present on YouTube or any other website. You can add that video using the '<u>Video</u>' option under 'Add Content' in the 'Administration' option.

- Enter the name of the project associated with the video in the 'Associated Project' field. Use 'Add another item' to add multiple projects.
- Enter the desired title for the video in the 'Title' field.
- In the 'Video Embed' field, enter the embedding code for the video. You can find it once you press the 'Share' button for the video under the 'Embed' field.
- Provide a brief description of the video in the 'Description' box.
- Click on 'Save'.

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• Once uploaded, the video will be displayed as following:



1.2. Adding a Funding Source

Detailed instructions on adding <u>funding sources</u> are provided later in this User Guide.

1.3. Adding Metrics

Detailed instructions on adding <u>metrics</u> are provided later in this User Guide.

1.4. Adding Place

Please refer to the original <u>iCAP Portal User Guide</u> Chapter three: Editing the Project -9. Locations, for information on how to add a <u>Place</u>.

1.5. Adding Project Funding

Detailed instructions on adding **Project Funding** are provided later in this User Guide.

1.6. Adding Project Updates

Please refer to the original <u>iCAP Portal User Guide</u> Chapter two: Project Updates, for information on how to add <u>Project Updates</u>.

1.7. All Metrics

Using this option, SWATeam Clerks will be able to see <u>all</u> <u>metrics</u> that have been entered in the iCAP Portal for all the projects. Although, they can only make changes to the ones that they entered themselves.

1.8. Find Content

Using the '<u>Find Content</u>' option, the SWATeam Clerks can search within the iCAP Portal based on the title, author, type of content (for e.g. projects, project updates, tasks, metrics, etc.), published, etc.

Il Metrics	
PROJECT	
Energy Services Conservation Projects, 2015 Illinois Climate Action Plan (2015 iCAP)	2.3 Percent Reduction in Energy Consumption
Energy Services Conservation Projects	Energy Use Intensity
Sustainability iCAP Portal	BRC/ITI Solar Generation - testing
2015 Illinois Climate Action Plan (2015 iCAP), Solar Energy on Campus	3.2 Solar Energy Generation
Solar Farm, <u>Solar Energy on Campus</u>	Solar Farm Generation
BIF Rooftop Solar PVs, Solar Energy on Campus	BIF Solar Generation
Water Conservation	Percentage reduction from 2008 baseline
Sustainability Literacy Assessment	Seniors' "ability to make decisions about sustainability"
Energy Conservation Incentive Program (ECIP)	ECIP pledges by year
Bicycle Counts	Bicycles Counted
Improve Reporting and Metrics for Bicycles, Reduce Bicycle Theft on Campus	Bicycle Thefts Reported to UIPD
Sustainability Meet and Greet Coffees	Daily Participants
Bicycle Registration, Improve Reporting and Metrics for Bicycles	Number of Registered Bicycles
Geothermal at Allerton Park	Heating and cooling Therms per year
LED Campus	Number Exterior LED fixtures Installed by Year
LED Exit Signs	Number Exit/wayfinding Interior LED installed by Year
LED Campus	Number Interior LED fixtures Installed by Year
LEED Certification	Square Footage LEED Platinum Certification
LEED Certification	Square Footage LEED Gold Certification
Geothermal at Allerton Park	Evergreen Lodge Kwh usage annual totals
.EED Certification	Square Footage LEED Silver Certification
Green Allerton Wood-fired Boiler	Gas Therms Used for Visitor Center/Maintenance Complex
Greenhouse Gas Emission Reports	Scope 1 and 2 GHG Gross Emissions
Encourage Course Development or Modification	Percent of Departments Offering Sustainability Courses
Encourage Course Development or Modification	Sustainability Related Courses
Responsible Stewardship of Campus Buildings and Space	Building Razed/ Year
Energy Conservation Efforts	Total Power/Electricity (kWh)
Energy Conservation Efforts	Total Energy Use (MMBTU)
Lamp & Ballast Recycling	Est. # Lamps Recycled/ Year
Battery Recycling	Number of Batteries Recycled
Increase Recycling Rates	Annual Total Commodity Recyclables (est. lbs./year)
Reduce Foodwaste	Landfilled Post Consumer Foodwaste (est. llbs./year)
Utilities Master Plan for Energy Production and Distribution	Percent Purchased Electricity
Stop Burning Coal at Abbott Power Plant, Reduce Emissions from Energy Consumption	Total Coal Use (MMBTU)
Reduce Emissions from Energy Consumption	Total Natural Gas Use (MMBTU)

Home	» Find Content					
Fir	nd Content					
Cor	tent Webforms					
	Add content					
Title	Type Autho	r 0		Vocabulary		
	- Any - 🗸 🗸	0	- Any - 🗸	- Any -	✓ Apply Reset	
Г	<u>Operations</u>					
- C	hoose an operation - 🗸 Execute					
	TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED -	OPERATIONS
	Provost Fellow for Sustainability new	Project	mbjohnst	Yes	Dec 3 2016 - 4:59pm	edit
	Chevrolet Bonneville Foundation carbon credits new	Project	<u>mbjohnst</u>	Yes	Dec 3 2016 - 4:56pm	<u>edit</u>
	Develop a Funding Solution for the iCAP new	Project	aneptune	Yes	Dec 3 2016 - 4:55pm	edit
	archived info - previous project name and description new	Project Update	mbjohnst	Yes	Dec 3 2016 - 4:51pm	edit delete
	University of Illinois Foundation Accounts for iCAP new	Project	aneptune	Yes	Dec 3 2016 - 4:45pm	<u>edit</u>
	Utilize Carbon Credits new	Project	aneptune	Yes	Dec 3 2016 - 4:35pm	edit
	Archived - previous project name and description new	Project Update	<u>mbjohnst</u>	Yes	Dec 3 2016 - 4:21pm	<u>edit</u> <u>delete</u>
	Carbon Credit Funds new	Funding Source	mbjohnst	Yes	Dec 3 2016 - 3:48pm	<u>edit</u>
	Illinois Clean Energy Community Foundation (ICECF) new	Funding Source	astenge2	Yes	Dec 3 2016 - 3:38pm	edit
	Grainger Center for Electric Machinery and Electromechanics (CEME) new	Funding Source	astenge2	Yes	Dec 3 2016 - 3:30pm	<u>edit</u>
	Certified Green Office Program new	Project	mbjohnst	Yes	Dec 2 2016 - 3:43pm	edit
	Rehabilitation Education Center new	Place	mbjohnst	Yes	Dec 2 2016 - 3:43pm	<u>edit</u>
	"not in use turn off the juice" new	Project Update	mbjohnst	Yes	Dec 2 2016 - 2:16pm	edit delete
	LED Exit Signs updated	Project	gchilde2	Yes	Dec 2 2016 - 12:07pm	edit
	Campus Administration - old new	Project Funding	mbjohnst	Yes	Dec 2 2016 - 12:06pm	edit

1.8.1. Private Content

Using the '<u>Private Content</u>' option from the Administration options, SWATeam Clerks are able to view all the project updates that are in private visibility. They can click on the project updates and edit the ones they wrote.

1.8.2. Public Content

Using the '<u>Public Content</u>' option from the Administration options, SWATeam Clerks are able to view all the project updates that are in public visibility. They can click on the project updates and edit the ones they wrote.

1.9. Map of Project Locations

Please refer to the original <u>iCAP</u> <u>Portal User Guide</u> Chapter one: iCAP Portal Overview, for information on <u>Map of Project</u> <u>Locations</u>.

1.10. Pending Tasks Using this feature, SWATeam Clerks can keep track of the pending tasks to the SWATeam members, their due date, and if/when was the task completed. It displays the list of all the tasks pending, who it was assigned to, the title of the task, and the associated project.



 Home » Pending Tasks

 Pending Tasks

 Pending Tasks which have a due date and no completion date.

 Sort by
 Order

 Due Date
 Asc

 DUE DATE
 ASSIGNED TO
 TITLE

 Priday, June 30, 2017
 Morgan Johnston
 "not in use turn off the juice"
 Energy Conservation Efforts

Editing Project Updates

As discussed in the original iCAP Portal User Guide, project updates help create a comprehensive history of the project. For more information about the project updates and how to add new project updates, please refer to the <u>iCAP Portal User Guide</u>.

Once the project update is posted, it can be viewed in this following form:

Home »Committee working on updating the Tree Care Plan	
Committee working on updating the Tree C	are Plan
View Edit	
Posted by Sarthak Prasad on November 27, 2016	ADMINISTRATIVE OPTIONS
The Campus Tree Advisory Committee is working on updating the Tree Care Plan, in preparation for the Tree Campus USA designation renewal this year. There are five	Add Project Update
standards to be met in order to receive the Tree Campus USA designation: an advisory committee, a tree care plan, an Arbor Day event, a service learning project, and a dedicated tree care budget.	ASSOCIATED PROJECT(S)
Visibility: Public	Tree Campus USA (View project updates)
	TOPIC(S)
	trees
	tree campus
	regional
	committee
	tree care plan

The organization of these project updates are very simple. The title of the update and description on this page makes sure that the reader understand the topic at hand easily. The author's name is mentioned in the update, along with the date it was published. It further mentions the project(s) associated with this update, and the topic(s) or keyword(s) in this update.

The authorized users can edit this project update by clicking on the 'Edit' button, next to the 'View' button. This function is used if there had been any mistake in the update or any correction has to be made. This will open a window similar to the following:

View Edit							
						Show	row weights
ASSOCIATED P	ROJECT(S)						
+	Tree Campus USA (1279)		0			
÷				0			
he project(s) for wh Add another iten	ich you are entering t 1	this update					
itle *	ng on updating the	Tree Care Plan					
	ig on updatnig th	e nee care rian					
e. Permits, Funding	, HR, etc y topics as you like. 1	, tree campus, tree Topics are shared amo					
General Task	s Files						
Description	Edit summand						
	Edit summary)				a □ H & @ ~ ~		
This field is v Notes Private notes o Only you and th	isible to everyone	ih to display for thi ally useful for updates <i>s may view this field</i> .		npleted.			Ja Ja
This field is v Notes	isible to everyone	ally useful for updates		npleted.			
This field is v Notes Private notes o Only you and th Visibility	isible to everyone	ally useful for updates		npleted.			
This field is v Notes Private notes o Only you and th Visibility N/A	isible to everyone	ally useful for updates		npleted.			
This field is v Notes Private notes o Only you and the Visibility N/A Private Public etermine whether t rivate: Visible only to ublic: Vi	isible to everyone n this update, especi e site administrators his update should be o administrators and yone.	ally useful for updates s may view this field. shown to the public. I other users with acce so you will need to m	which are not yet com ss to edit the project. ake them Public if you	s want everyone to see			
This field is v Notes Private notes o Only you and th Visibility N/A Private Public letermine whether t riviate. Visible only v visible to eve	isible to everyone n this update, especi e site administrators his update should be o administrators and yone.	ally useful for updates s may view this field. other users with acce so you will need to m The following ar	which are not yet com ss to edit the project. ake them Public if you e a list of URL redi	a want everyone to see rects that point to th	is node.		<u>A</u>
This field is v Notes Private notes o Only you and th Visibility • N/A • Private • Public etermine whether t rivate. Visible only ublic Visible to eve ote that updates ar URL redirects	n this update, especi e site administrators his update should be o administrators and ryone. e Private by default,	ally useful for updates s may view this field. shown to the public. I other users with acce so you will need to m	which are not yet com ss to edit the project. ake them Public if you e a list of URL redin <u>TYPE</u>	s want everyone to see		OPERATIONS	
This field is v Notes Private notes o Only you and th Visibility N/A Private Public Public Visibe only N/A Public Visibility Revenues N/A Public P	n this update, especi n this update, especi e site administrators his update should be o administrators and organe. e Private by default, ation mation	shown to the public. I other users with acce so you will need to m The following ar No URL redirects	which are not yet com ss to edit the project. ake them Public if you e a list of URL redin <u>TYPE</u>	a want everyone to see rects that point to th <u>COUNT</u>	is node.	OPERATIONS	

- Associated Projects field: Type the correct name of the project associated with project update or add any other project that was associated but was not reported previously.
- Title field: Edit the title of the update.
- Topics/Keywords field: Add any additional topics or keywords that is related to the project update. For more information on how to determine the topic(s)/keyword(s), please refer to the <u>iCAP Portal User Guide</u>.
- Description field: Edit the description in this field. For more information on how to write the description, please refer to the <u>iCAP Portal User Guide</u>.
- Change the visibility of the project update in the Visibility field.
- Files: For more information on how to upload related files, please refer to the <u>iCAP Portal</u> <u>User Guide</u>.
- Click on 'Save' at the bottom of the page when finished.
 - 1. Tasks

Tasks can be assigned to different the SWATeam clerks or members in the project updates. 'Tasks' tab is found in between of the 'General' and 'Files' tab.

Due Date	
E.g., Dec 5 2016	
	date should be completed. Useful to set deadlines and to keep this update in the <u>Pending Tasks</u> listing.
	strators may view this field.
,	strators may view this field.
	trators may view this held.
Date Done	ttrators may view this hexa.
	itrators may view this held.
Date Done	itrators may voew this news.
Date Done	itrators may voew this news.
Date Done	itrators may view this field.

In the 'Assigned to' field, enter the name of the person responsible to finish the said task. Enter the date when the task is due in the 'Due date' field and once the task is completed, enter the date in the 'Date done' field. All of these tasks can be tracked by the '<u>Pending tasks</u>' option using '<u>Administration</u>'.

Metrics

1. Create Metrics

SWATeam Clerks can create metrics via '<u>Administration</u>' option on the bottom of the screen – next to 'My account', or via '<u>Add new Metric</u>' under the 'Administrative Options' on the right hand side of the screen of any project.

	NICTDA	TIVE	ODTION	
ADMI	NISTRA		UPTION	5

- Add Project Upda
 Add pew Metric
- Edit Project Funding Information

	Show row weights
ASSOCIATED PROJECTS *	
+	
	0
Project to which this metric applies.	
Add another item	
Title *	
Description (<u>Edit summary</u>)	
B / ■ = = = = = + +	→ 🏨 🙈 🏴 🥃 x² x₂ ** 🗟 Source 🚽 🗟 🛍 🝓 🕼 🖉 🗐 👭 🎄 ⊕ 🕊 🖑 = 🧮
the second	
The second se	Ø
body p	h.
Metric Type * - Select a value - •	
Metric Topic *	0
"Increase/Decrease/Maintain	ic Topic could be used: . by x% by 2015 from 2008 baseline.
Tracking Date Type	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June]	by x% by 2015 from 2008 baseline.
• Fiscal Year [July - June] • Academic Year	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year	by x% by 2015 from 2008 baseline.
• Fiscal Year [July - June] • Academic Year	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year Quarters of Fiscal Year	by x% by 2015 from 2008 baseline.
Tracking Date Type • Fiscal Year [July - June] • Academic Year • Calendar Year • Quarters of Fiscal Year • Month	by x% by 2015 from 2008 baseline.
Tracking Date Type • Fiscal Year [July - June] • Academic Year • Calendar Year • Quarters of Fiscal Year • Month	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year Quarters of Fiscal Year Month Day Cumulative *	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year Quarters of Fiscal Year Month Day	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year Quarters of Fiscal Year Month Day Cumulative * No	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June] Calendar Year Calendar Year Outress of Fiscal Year Month Day Cumulative * No Yes	by x% by 2015 from 2008 baseline.
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year Quarters of Fiscal Year Month Day Cumulative * No	by x46 by 2015 from 2008 baseline. *
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year Quarters of Fiscal Year Month Day Cumulative * No Yes Menu settings	by x46 by 2015 from 2008 baseline. *
Tracking Date Type Fiscal Year [July - June] Academic Year Calendar Year Quarters of Fiscal Year Month Day Cumulative * No Yes Mo Yes Menu settings Notin menu Revision information	by x46 by 2015 from 2008 baseline. *

• Enter the name of the project associated to the metrics in the 'Associated Projects' field. If there are multiple projects related to the metric, use the 'Add another item' to add another project.

- Type the title of the metric in the 'title' field.
- Enter the explanation of the metric in the 'Description' field.
- Select the 'Metric type' from the drop down menu. The three options for the type of metrics are 'Number', 'Dollar', and 'Percentage'.
- Enter the Metric Topic. It should be a terse noun indicating the metric being measured (*CO2*, # *bike paths, etc.*) as it would be used mid-sentence. If you start typing, autocomplete will try to find a matching term used by other metrics. If no matches are found, your term will be added to the Metric Topics vocabulary.
- Select one of the six options of 'Tracking Date Type'.
- Select if the metric is cumulative or not.
- Click on 'Save' when finished.

Once the metric is saved, one can start adding the tracking data, which would show up on the main metrics page.

Home >Solar Farm Generation	
Solar Farm Generation	
View Edit Revisions	
kilowatt-hours of solar production at Solar Farm, per Mike Marquissee's solar farm	METRIC TOPIC
efficiency report.	<u>kWh/year</u>
Project Metrics	TRACKING DATE TYPE
Solar Farm Generation (Tracked by Fiscal Year)	Fiscal Year [July - June]
4,000,000	ASSOCIATED PROJECTS
2.000.000	Solar Farm Solar Energy on Campus
1.000.000	2010 Entring on somerce
0 FY 2016	
Annotations	
FY 2016: not a complete year of production	
Tracking	
VALUE APPLICABLE AFFIRMED ANNOTATION OPERATIONS	
1 030 755 on Thursday, June Morgan not a complete year Friel I points	
5,540,765.00 30, 2016 Johnston of production	
Add	

2. Metrics tracking

Once you click on 'Add' on the metric page, under 'Tracking', the following page – 'Add new Tracking', will open where you can enter the metric tracking details.

Add new Tracking
Value 27.48
Applicable Date E.g., Dec 1 2016
Affirmed By
Notes
Notes is a private field, only visible to you and the site administrators.
Annotation
B I + + + A A
Not signed in
Å
Annotations will be displayed underneath the graph of this metric on the project display page and in the hover text for this tracking record. Please keep the annotation short and concise.

- Enter the value of the tracking following the metric type selected earlier either 'Number', 'Dollar', or 'Percentage'.
- Enter the applicable date following the format of 'Tracking Date Type'. For example, if you chose Fiscal year as the Tracking Date Type, then the applicable date would generally be, the last date of the fiscal year. E.g., for FY16, the applicable date will be June 30, 2015.
- Enter the name of person, who affirmed the metric value and date.
- In Annotation, add the significance of this tracking value. For instance, suppose you entered the tracking value for FY08 which was the baseline year for the metric. So, for this tracking value, you should put 'Baseline year' in the Annotation field.
- Enter any personal notes in the Notes field. The text entered in this field will not be visible to the public.
- Click on 'Save' to finish.

Funding

The iCAP Portal has a robust tracking mechanism of funding. This is not a substitute for financial accounting, which is handled through the University accounting system, Banner. The Funding section for projects is for recognizing the contributors for iCAP projects. There are only a handful of funding sources for iCAP projects, even though there are hundreds of projects. The highly detailed accounting is kept in the Banner system of record, and the iCAP Portal provides a summary by year and by funding source for the related project.

Creating Funding Sources

A funding source can be an organization, committee, or official group that provides funds for the completion of one or more projects. The following steps should be taken to add a funding source.

• One can add funding sources from the '<u>Administration</u>' option, using the '<u>Funding</u> <u>Source</u>' option under 'Add Content.'

- • <u>Location</u>	
Title *	
Intle *	
Funding Type - None -	Y
Notes	
Reference Numbers	
Reference Numbers	
Reference Numbers Description	
Description	
Description Visibility	
Description Visibility N/A	
Description Visibility	

- In the 'Title' field, type the name of the funding source, for example "Illinois Clean Energy Community Foundation (ICECF)."
- There are various kinds of funding sources:
 - Student Fees
 - o Grant Funds
 - Institutional Funds
 - -External Funds
 - Donor Funds

• Other

- ICECF is a granting agency; therefore, select 'Grant Funds' from the scroll down menu in the 'Funding Type' field.
- Any details typed in the 'Notes' field will not be visible to the Public. One can only see this detail when logged in to the iCAP Portal.
- Reference Numbers This field is for general references for the Funding Source. For example, the University may have a customer number. It is not for a grant number from that Funding Source because those would be specific to the project that was funded.
- Describe the Funding Source and type in the 'Description' field. For ICECF, the description was pulled from their own website. "Providing financial support for clean energy projects in Illinois for over 15 years. The Illinois Clean Energy Community Foundation was established in December 1999 as an independent foundation with a \$225 million endowment provided by Commonwealth Edison. Our mission is to improve energy efficiency, advance the development and use of renewable energy resources, and protect natural areas and wildlife habitat in communities all across Illinois."
- Similar to other items described in the iCAP Portal User Guide, 'Visibility' of the Funding Sources are set by default to 'Public.' You can, however, change the visibility by clicking 'Private' to restrict the general public (people without login access to the iCAP Portal) from viewing the details of the funding source.
- Click on 'Save'.

Following this you can go to specific projects and add the Funding Source for that project, using 'Add Existing Funding Source' on the 'Edit Project Funding Information' page and fill out all the details. Add this funding source to all the projects benefitting from it.

When you click on the Funding Source on a specific project's 'Edit Project Funding Information' page, another page with all the projects benefiting from the funds provided by this organization will open. For example, if you click on 'Illinois Clean Energy Community Foundation (ICECF),' you will see all the iCAP Projects that have been funded by ICECF. This list will contain the name of the project as the main heading. The fiscal year will be in the first column. The second column will contain the 'Approved amount' for the fiscal year, third column will have 'Spent amount', and the fourth column will show the 'Relinquished amount.' The bottom row will have the total for all FY's amount approved, spent, and relinquished. Along the rows, at the end, will have the 'View details' which will contain all the information regarding the project funding from this source sorted by the FY. The information will include the date funding was approved, contact person, any description or note, and date entered. This page will also have the other operation option – Edit/Delete.

Adding Funding Information to the Project

• To add funding details for a project, you have to click on the 'Edit Project Funding Information' option in the Administration box on the right hand corner of the project

Fiscal Year	
- None - 🔻	
Status	
- None - 🔻	
Annual Amount	
Contact Person	
Contact Person	
Date	
Batta	
Date Dec 2 2016	
E.g., Dec 2 2016	
E.g., Dec 2 2010	
Date Entered	
Date	
Dec 2 2016	
E.g., Dec 2 2016	
Description (Edit summary)	
Description (East summary)	
Notes	

page. This will take you to the project funding page for the specific project. For example, if you click on the 'Edit Project Funding Information' on the 'Campus Bike Center' project, you will see this page:

- Under the Funding source, click on "Add".
 - Select the Fiscal Year from the drop down menu.
 - Select the status of the funding Approved, Spent, or Relinquished.
 - The annual amount that will be provided.
 - Who is the Contact Person?
 - When was the funding approved, or spent, or relinquished?
 - When was the funding details entered in the iCAP Portal?
 - Write a short description about the funding detail, if necessary.
 - Write any notes, if required. The notes will not be visible to the public, and only authorized users will be able to view the notes.
- This will add the funding detail not only in the project's page, but also to the funding source's page.

Conclusion

Congratulations! Now you have a good knowledge about the iCAP Portal and how to do advanced tasks within the portal. Explore the website and learn more as you go. If you have any trouble regarding anything on the portal, consult the iCAP Administrators.