




Contract & Grant Accounting

Date: 7/1/2011

**Find Grants by PI
FSJA-065**

1. Go to Banner Form **FRIPSTG** and **Enter** to access the Grant Personnel Inquiry Form.
2. Click on **drop down arrow** for the Personnel ID field to go to the **Name/ID Search Form**.
3. The Entity Name/ID Search Form (**FTIIDEN**) displays. Press **TAB** to advance to the Last Name field.
4. This field is case-sensitive and uses the wildcards (% , **OR** _) to fill in the missing information.
5. Click on **Execute Query**  (or press F8).
6. A list of grant personnel displays. To place the selected PI into the Grant Personnel Inquiry Form, double-click the ID field or any other highlighted field of the desired individual.
7. Perform a **Next Block**  (or press Ctrl + Page Down)
8. This screen displays Grants by individual Principal Investigator. Place the cursor in the **Grant** field.
9. Select **Grant Information** from the **Options** list. This will insert the selected grant code in the Grant Maintenance form (**FRAGRNT**).
10. Perform a **Next Block**  (or press Ctrl + Page Down)
11. Review Grant Information.
12. Click on Exit **X** to return to the Grant Personnel Inquiry Form (**FRIPSTG**).
13. Click on Exit **X** to return to the Main Menu.

End