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 to return to the Grant Personnel Inquiry Form (FRIPSTG).

13. Click on Exit to return to the Main Menu.

***End***