RAZORGRANT: HOW TO PULL CURRENT & PENDING REPORTS

1) Login to RazorGrant using your UARK username and password (without the @uark.edu)
   a. razorgrant.uark.edu
2) Click Main Menu > Settings > Current & Pending Support
3) Enter the PIs UARK email address in the Person Lookup field.
   a. Make sure to include @uark.edu.
4) If you need Pending Proposals, click Initiate under Pending Report.
5) If you need Current Awards, click Initiate under Current Report.
6) To export the report, click the word spreadsheet at bottom of screen.