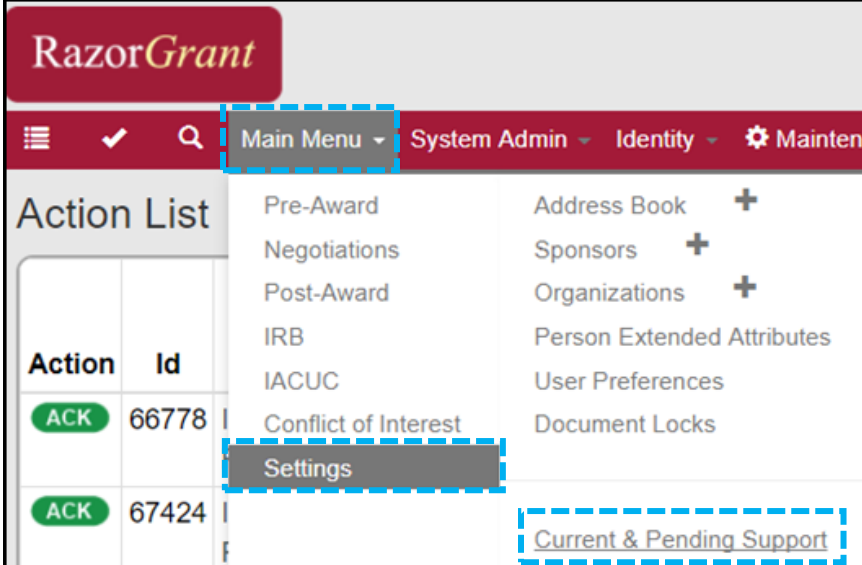


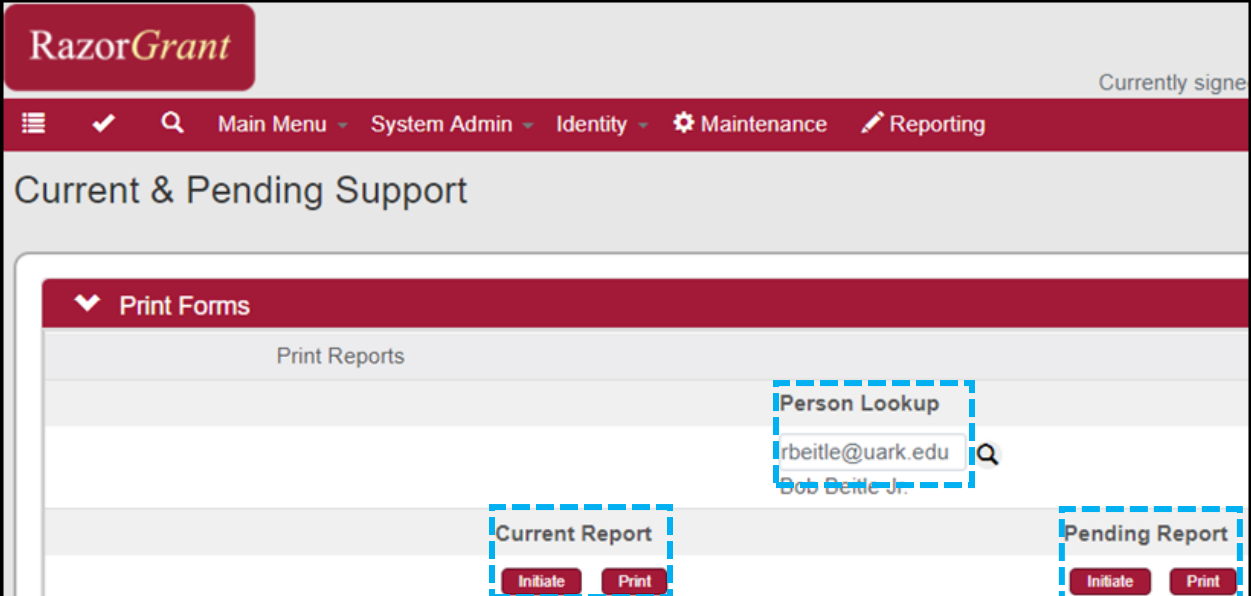
## RAZORGRANT: HOW TO PULL CURRENT & PENDING REPORTS

- 1) Login to RazorGrant using your **UARK username and password** (without the @uark.edu)
  - a. [razorgrant.uark.edu](http://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.



The screenshot shows the RazorGrant interface. The 'Main Menu' dropdown is open, and the 'Settings' option is highlighted. Below the menu, the 'Current & Pending Support' link is also highlighted.

Action	Id
ACK	66778
ACK	67424



The screenshot shows the 'Current & Pending Support' page. The 'Person Lookup' field contains the email address 'rbeitle@uark.edu' and the name 'Bob Beitle Jr.'. Below the field, there are two sections: 'Current Report' and 'Pending Report', each with 'Initiate' and 'Print' buttons.