THE UNIVERSITY OF
NEW MEXICO.

Contract & Grant Accounting
Date: October, 2018

Find Grants by PI
FSJA-065

1. Go to Banner Form **FRIPSTG**, **Click** on the form or press **Enter** to access the Grant Personnel Inquiry Form.

2. Click on [...] to **search** for the Personnel ID field by going 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 [Go] (or enter or F8).

6. A list of grant personnel displays. To place the selected PI into the Grant Personnel Inquiry Form, click on [SELECT] (or double-click) the ID field or any other highlighted field of the desired individual.

7. Click on [Go] (or Alt + Page Down).

8. This screen displays Grants by individual Principal Investigator. Place the cursor in the **Grant** field.

9. Select [TOOLS] scroll to the **Options** list and select **Grant Information** (**FRAGRNT**). This will insert the selected grant code in the Grant Maintenance form (**FRAGRNT**).

10. Click on [Go] (or Alt + Page Down).

11. Review Grant Information.

12. Click on Exit [X] (or press Ctrl + Q) to return to the Grant Personnel Inquiry Form (**FRIPSTG).**

13. Click on Exit [X] (or Ctrl + Q) to return to the Main Search Menu.

End