## Sedona: Adding a Grant

As with many other options within Sedona, there are two ways to navigate to add a grant:



## Click the green add button to add an entry

We'll start with the left side of the screen. Enter the Grant Name or Title. Select the appropriate status.

Once you select a Calendar Year, you will be required to select the corresponding Academic Year.

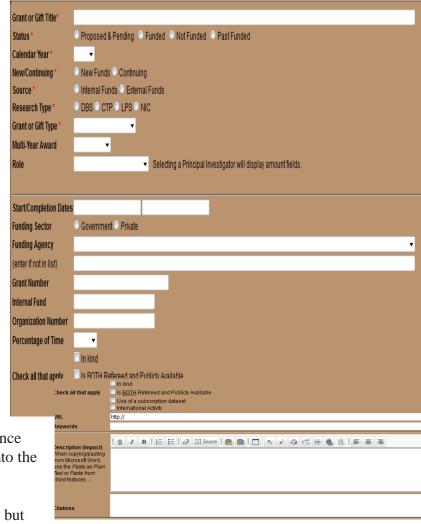
Select new or continuing. Select the Source. Select the Type. You may choose to use the Multi-Year Award, but it is limited in total number of years and is not required.

As indicated by the note on the screen, if you select "Principal Investigator" as your role, then fields for Amounts requested, awarded, and expended will appear.

Each of the remaining fields is not required. You may choose to enter as much or as little information as you like.

Description is optional - please refer to "Adding Conference Presentations" for information on copying and pasting into the description field.

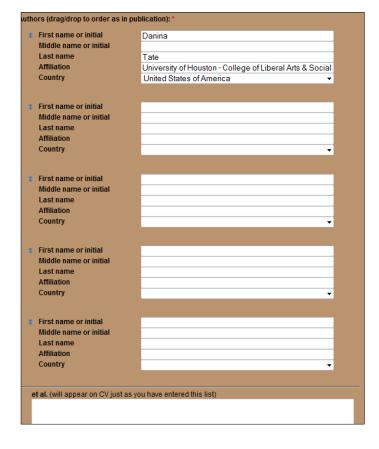
You may include your own citation in the Citations field, but that will not carry forward into your rendered CV.



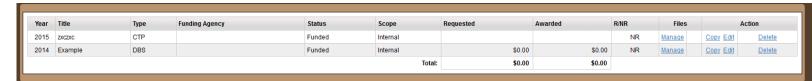
## **Completing Record Entry**

All that remains is to enter the authors. Refer to the "Adding Conference Presentations" training documentation for specifics.

Once you have entered all of your content, select the big green Save button to save the record.



## **Managing Existing Grant Records**



Save takes you back to the Grant or Gift Records screen. As with conference presentations and journal articles, you have many action options from this screen.

You may find the Copy action to be helpful for multi-year grants. Copy will duplicate the selected grant and change the year to the more recent year. For instance, if one copied the record above, a new record would appear with the year 2014 and academic year 2014-2015. You could then edit the new record to manage any changes to the grant.