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RazorGrant is an electronic system to create, route, and approve your proposal without leaving your computer. This guide was created to assist you with this process.

Some terms that you may not be familiar with used in this guide are:

- **Action List:** This is a list of all of your pending projects – proposals that are still in progress and proposals that require your approval.

- **Document Number (DN):** The number that is electronically assigned by the system. This is found at the top right corner of the proposal screens. While you are working on your proposal, it is listed in your “Action List.” You may also search for your proposal using this number.

- **Tab:** Similar to Post-It flags. Tabs are found at the top of the proposal screen. They are individual sections of the proposal process.

- **Panel:** Similar to file folder tabs. Panels are found within each tab section. They have additional information that may be required to be completed. Panels can be shown or hidden, expanded or collapsed.
LOGGING IN

From any Internet browser, go to http://razorgrant.uark.edu. You will be redirected to a red UARK Central Login screen and the website will be listed at the top in a yellow bar.

To log in, use your UARK ID (your e-mail address without the “@uark.edu”) and your password.

→ If you receive a message that the username or password you entered is incorrect, you either have a typo or have not been added to RazorGrant yet

→ Double-check your username and password and then contact RSSP (479-575-3845) or your Grant Specialist to have a user account created

Internet Explorer 9 users only:

Internet Explorer 9 needs to be in Compatibility Mode before you log in for RazorGrant (and many other websites) to work.

Look for the icon in the address bar that looks like a torn sheet of paper. Click on that icon and it will glow blue; you are now in compatibility mode and RazorGrant will work perfectly.

You can also use another browser. RazorGrant works without problem in Internet Explorer 8, Internet Explorer 10 and later, Chrome, Mozilla, and Safari.
Approving a Proposal in RazorGrant

The Proposal Process

You are being asked to review and approve a proposal because you have been identified as a departmental or school approver for one or more of the personnel on this proposal. The PI has created a proposal document in RazorGrant and all investigators have certified the proposal and approved the document in its current form.

After all departmental-level approvers have done their approvals, the proposal moves on to the school level for review and approval. Once those approvals have been given, the proposal will go to Research and Sponsored Programs for submission to the sponsor.

From the Researcher TAB:

1. Click on “action list”

1. Once in the Action List, click on the ID for the proposal you wish to approve
When the document opens, you will be on the Proposal Summary TAB

1. Note the budget, including cost share, is shown on the Proposal Summary PANEL

2. Click “show” on the Attachments tab
3. Review the proposal documents by clicking “view”
4. Indicate that you have reviewed the proposal by clicking one of the following buttons:

→ **approve**: You approve the proposal, agreeing that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, that the Conflict of Interest requirements have been addressed, and that Research and Sponsored Programs may process the proposal.

→ **reject**: You want additional information or changes to the proposal before submission to the Sponsor
  ⇒ The proposal will return to the PI’s action list; changes can be made and the proposal can then be resubmitted for routing and approval.

→ **disapprove**: You want to terminate submission of the proposal
  ⇒ Routing will be stopped and the document cannot be resuscitated, although it can be copied as a new document.

You will be returned to your Action List. If you have no other active items, the list will be blank. You may now close your browser.

**Once all approvals are complete, the Grants Specialist will submit the proposal to the sponsor!**
Quick Review

1. Log-in to razorgrant.uark.edu
2. From the Researcher TAB:
   a. Click on “action list”
   b. Click on the specific “ID” to open the proposal
3. On the Proposal Summary TAB:
   a. Review the budget in the Proposal Summary PANEL
   b. Click “show” then “view” to see the attachments
4. Approve, Disapprove or Reject the proposal at the bottom of the page
   a. Approve sends the proposal to the next reviewer
   b. Disapprove kills the proposal
   c. Reject returns the proposal to the PI for changes