RazorGrant Guide for Co-Investigators

Vice Provost for Research and Economic Development
Research and Sponsored Programs
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INTRODUCTION TO RAZORGRANT

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.
STEP 1 – CERTIFYING A PROPOSAL IN RAZORGRANT

The Proposal Process

By the time you have been asked to certify a proposal in RazorGrant, the PI will have already created a document in RazorGrant with a unique Document ID. The steps below will walk you through how to use that ID to access the proposal and answer your certification questions. The proposal cannot be routed until all investigators have certified the proposal.

From the Researcher TAB:

1. Click on “doc search”

2. Enter the document number provided by the PI into the Document ID box and click “search”
3. Click on the “Document Id” to open the proposal

   → If you cannot enter the proposal, you will see an error message like the one below:

   ![Error Message]

   → Click “close” then contact the PI or Research and Sponsored Programs (575-3845); you have not been added to the Key Personnel TAB

4. Once in the document, you will be on the Proposal TAB

   → If you do not see editable fields, click “close” then contact the PI or Research and Sponsored Programs (575-3845); you have not been added to the Permissions TAB

   ![Editable fields](chart1.png) ![Non-editable fields](chart2.png)

   You will be able to proceed

   Call your PI or RSSP
Navigate to the **Key Personnel** TAB

1. For **you** only, answer your Proposal Person Certification questions by clicking “show” next to your name, then “show” next to “Proposal Person Certification (Incomplete)"

2. **Answer all the Certification questions**
3. Once you have completed all of the questions, click “save” on the bottom of the screen

4. Click “close”

5. You may see another question:

   Would you like to save this document before you close it?

   → Click “yes”

**Notify the PI that you have answered all Certification questions.**

Once the proposal has been Certified by all Co-PIs and the required sections of RazorGrant have been completed, the PI will submit the proposal into Routing.
STEP 2 – APPROVING IN RAZORGRANT

The Proposal Process

Now that you have already certified the proposal and the proposal has been submitted into routing by the PI, you are being asked to review and approve the proposal. The draft proposal, budget, and budget justification will have been uploaded.

After you and all other co-PIs and key persons approve, the proposal will then move to the Action Lists of the department chair(s). After passing the unit level approvals, the proposal moves to the school level and then to Research and Sponsored Programs for submission to the sponsor.

From the Researcher TAB:

1. Click on “action list”

2. 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 PANEL
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!**
**TRACKING PROPOSAL APPROVAL PROGRESS**

From the **Researcher TAB:**

1. Click on the “doc search” button
2. Enter your document number into the Document ID box and click “search”

3. Click on the Route Log icon
4. “Actions taken” show who has approved
5. “Pending Action Requests” lists on who’s Action List the proposal is currently waiting
6. “Future Action Requests” displays the routing stops
QUICK REVIEW

Step 1:
1. Log-in to razorgrant.uark.edu
2. From the Researcher TAB:
   a. Click on “doc search”
   b. Enter the DN number into the Document ID box
   c. Click “search”
   d. Click on “Document ID” to open the proposal
3. On the Key Personnel TAB:
   a. Answer your Proposal Person Certification questions
   b. Click “save”
   c. Click “close”
4. Answer the question “Would you like to save this document before you close it?”
5. Notify the PI that you have answered all Certification questions

Step 2:
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