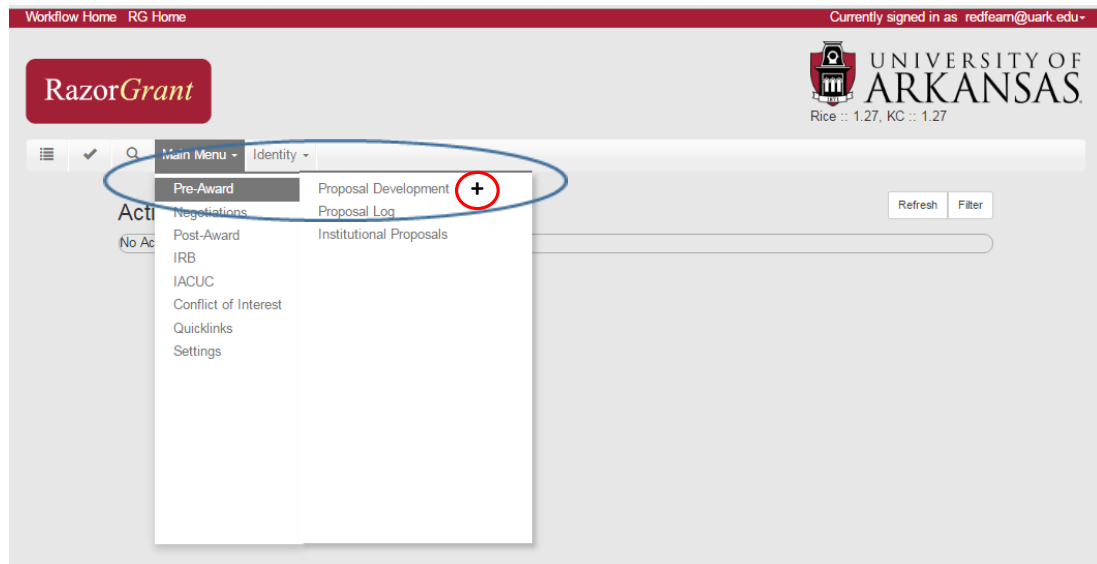


“Quick Start” guide to create a Proposal Document in RazorGrant:

1. Log into RazorGrant – type “razorgrant.uark.edu” in the URL bar of your browser (Firefox, Chrome, or Safari – Internet Explorer is not recommended).
2. Click Main Menu (under the RazorGrant logo at the top of the screen).
3. Click on Pre-Award.
 - a. Click on the “+” icon next to Proposal Development:



4. Complete the “*” items in the Required Fields for Saving Document section.
5. Click on the Sponsor & Program Information section and enter the Sponsor Deadline Date.
6. Click “Save” at the bottom on the page. Note the 5-digit Document Number in the header.
7. Click on the “Key Personnel” tab on the left side of the screen.
 - a. Enter the appropriate information by clicking “employee search” and find PI, Co-PI, Key Person - click return value give role and then click “add”.
 - b. Answer the certification questions (click the section with your name, see last choice Proposal Person Certification (Incomplete) – click “Show” and answer questions/click save at the end) – any co-PIs will need to answer their own certification questions in a separate RazorGrant session, after submission into Routing and Approval.
8. Click on the “Combined Credit Split” section.
 - a. Your name is listed. Enter 100% Responsibility & Recognition and 100% RIF Distribution if there are no co-PIs for your proposal. Note: Unit Total line has to also show 100%, so if single PI with a single Unit, there will be four 100 values, one in each box and total line.
 - b. If there are co-PIs, enter percentages for Responsibility & Recognition and RIF Distribution that reflect your department’s policy and agreement between investigators.
9. Does the project need any “Special Review” (IRB, IACUC, etc.)? If so, complete this section.
10. Click on “Questions” tab and answer questions (only for PIs).

11. Abstracts & Attachments tab.
 - a. Upload Proposal Attachments (**documents required by the sponsor, except Biosketch and Current and Pending**) – all must be marked “complete” before submission.
 - i. Narrative
 - ii. Equipment (if appropriate)
 - b. Upload Personnel Attachments.
 - i. Biosketch
 - ii. Current and Pending (For NSF)
 - c. Upload Internal Attachments (documents not required by the sponsor).
 - i. Cost Share Approval email
 - ii. UA excel worksheet – project budget
 - iii. Budget Justification
 - iv. Solicitation
12. Click on Budget Versions.
 - a. Enter a name for the budget
 - b. Click “Add”
 - c. Click “Open” to reveal new tab names for the Budget Versions options
 - d. Enter the total direct costs in the “Direct Cost” box for each project period
 - e. Enter the total F&A in the “F&A Cost” box for each project period
 - f. Enter any cost share in the “Cost Sharing” box for each project period
 - g. Click Save
 - h. Click the “Final” box and select “Complete” in the Budget Status menu
 - i. Click Save
 - j. Click on “return to proposal” – you will see the previous tab designations on the left side of the screen
13. Click “Close” and answer “Yes” to “Would you like to save this document before you close it?” to ensure that all changes have been saved.
14. You will now see the Proposal Document in your Action List.
15. Send Document Number to Grants Specialist for review and guidance for final completion of the Proposal Document.
16. **After your Grants Specialist assists with completion, you will be informed when the Proposal Document is ready for submission.** Open the document in RazorGrant, click on “Proposal Actions” and “Submit” to start the routing process. Answer “No” to the question, “Your name appears more than once in the routing path, which gives you the option to approve this document again. **Do you wish to receive future approval requests?**”