

# GRANTS & BUDGETS

## Module: Grant management

### ➤ Grant portfolio – all information in one

- ✓ Select module: **Grant management > Grants**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Details** button on the left to get an overview of a specific grant.  
*Navigate using the title menus in MyGrant; do not use the browser forward and reverse buttons!*
- ✓ Click the **Documents** button on the left to find uploaded documents (green colour = attachment present). Notice that Grant applications may be uploaded in **Documents in Applications > Grant applications**. *Navigate using the title menus in MyGrant; do not use the browser forward and reverse buttons!*
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** to export grants to Excel or PDF

### ➤ Overview of active budgets

- ✓ Select module: **Grant management > Budget overview**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** to export budgets to Excel or PDF

### ➤ Employee budgets specified per month

- ✓ Select module: **Grant management > Payroll budgets**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** to export payroll budgets to Excel or PDF