

The following Knowledge Base articles can be used to assist PIs in their management of grants within BlueSky.

Reminder: Please click “Log in” in the top right corner of the Financial Affairs Help Desk to view the content.

## **Grant Background**

[Grant Award Set Up Process](#)

[Getting the Institutional Review Board to Approve a Research Project](#)

[Notice of Grant Award](#)

[Grant Management Training](#)

## **Principal Investigator**

[How to See What Has Been Spent in Your Grant Account/Budget](#)

[Getting a No-Cost Extension for a Grant Project](#)

[Giving Another Person Grant Access](#)

[Moving Staff or Faculty off a Grant and on to Another Grant](#)

[Spending on Awards When Grant is Not Finalized](#)

[Hiring Personnel on a Grant Project](#)

[Completing Time and Effort Certification](#)

[Getting a No-Cost Extension For a Grant Project](#)

[How to Set Up Contracts For Grant Subawards and/or Consultants](#)

## **Grant Accounting**

[Moving Salary to a Different Account on a Grant](#)

[Grant Journal Entries](#)

[Purchasing Items and/or Supplies For a Grant Project](#)

[Making Budget Modifications to my Grant Account](#)

## **Grant Expense Reports and Procurement**

[Coding ProCard and Reimbursement Expense Reports to a Grant](#)

[Expense Approver Responsibility – Reimbursement & ProCard](#)

[Accessing Expense Reports Pending Your Approval](#)

[Setting up Requisition Preferences](#)

[Creating a Requisition for the Staples Catalog](#)

[Entering a Receipt for Purchase Orders](#)

[Accessing an Invoice for Non-Catalog Purchase Orders](#)

## **General Expense Report Help**

[How Expense Reports Are Audited](#)

[Withdrawing an Expense Report](#)

[ProCard & Reimbursement Receipt Requirements](#)

[Expense Entry Delegation](#)

[Expense Report Approval Workflow and Status Lookup](#)

[Delegate an Approver for Procurement Transactions](#)