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