

Sedona: Adding a Grant

As with many other options within Sedona, there are two ways to navigate to add a grant:



Click the green add button to add an entry

We'll start with the left side of the screen. Enter the **Grant Name or Title**. Select the appropriate **status**.

Once you select a **Calendar Year**, you will be required to select the corresponding **Academic Year**.

Select **new or continuing**. Select the **Source**. Select the **Type**. You may choose to use the **Multi-Year Award**, but it is limited in total number of years and is not required.

As indicated by the note on the screen, if you select "Principal Investigator" as your **role**, then fields for **Amounts** requested, awarded, and expended will appear.

Each of the remaining fields is not required. You may choose to enter as much or as little information as you like.

Description is optional - please refer to "Adding Conference Presentations" for information on copying and pasting into the description field.

You may include your own citation in the **Citations** field, but that will not carry forward into your rendered CV.



Completing Record Entry

All that remains is to enter the **authors**. Refer to the “Adding Conference Presentations” training documentation for specifics.

Once you have entered all of your content, select the big green **Save** button to save the record.

authors (drag/drop to order as in publication):*

First name or initial	Danina
Middle name or initial	
Last name	Tate
Affiliation	University of Houston - College of Liberal Arts & Social
Country	United States of America
First name or initial	
Middle name or initial	
Last name	
Affiliation	
Country	
First name or initial	
Middle name or initial	
Last name	
Affiliation	
Country	
First name or initial	
Middle name or initial	
Last name	
Affiliation	
Country	

et al. (will appear on CV just as you have entered this list)

Managing Existing Grant Records

Year	Title	Type	Funding Agency	Status	Scope	Requested	Awarded	R/NR	Files	Action
2015	zxczxc	CTP		Funded	Internal			NR	Manage	Copy Edit Delete
2014	Example	DBS		Funded	Internal		\$0.00	\$0.00	NR	Manage Copy Edit Delete
Total:						\$0.00	\$0.00			

Save takes you back to the **Grant or Gift Records** screen. As with conference presentations and journal articles, you have many **action options** from this screen.

You may find the **Copy** action to be helpful for multi-year grants. Copy will duplicate the selected grant and change the year to the more recent year. For instance, if one copied the record above, a new record would appear with the year 2014 and academic year 2014-2015. You could then edit the new record to manage any changes to the grant.