1: Type FRIPSTG in the GO To field and press ENTER to open the Grant Personnel Inquiry Form
**Step 2:**  
Click on drop down arrow (SEARCH) by the Personnel ID field

This will display the Entity Name/ID Search Form (FTIIDEN)
Step 3: Press TAB key to move to Last Name field.
Type in the last name. This field is case sensitive. Use the wildcard (%) to fill in the missing information.

Step 4: Click Execute Query
A list of grant personnel that fit within the wildcard will appear.
**Step 5:** Double click the ID field of the desired individual to place the selected PI into the Grant Personnel Form.
Step 6: Click **Next Block** and the screen will display grants by individual Principal Investigator.

Step 7: Place the cursor in the desired **GRANT** field.

Step 8: Select **Grant Information** from the **Options** menu. This will insert the selected grant code in the Grant Maintenance Form (FRAGRANT).
Form FRAGRANT

Step 9: Click NEXT BLOCK button.

Review grant information on Main Tab, Grant Agency, Personnel and Billing Tab

Step 10: (Optional) Click Exit button to return to Grant Personnel Inquiry Form (FRIPSTG)

Choose another grant to view or click Exit button to return to the main menu.