

## Q7. How do I access the Grants Personnel report?

To view the Grants Personnel report in EDW/ORBIT, login to [ORBIT](#) and select **Standard Research Reports**.

The screenshot shows the ORBIT dashboard with a search bar at the top. Below the 'Welcome to ORBIT' message, there is a section for 'EDW Reports' containing several icons. A large green arrow points to the 'Standard Research Reports' icon. Below this, there are 'Mission-specific Portals' including Organizational Dashboard, Business Affairs Performance Metrics, Administration Hyperion Planning, Academic Focus on Faculty, Academic Total Professional Effort, Health System Information Gateway, Health System Clarity Business Obj., and Health System Portal.

Next, select the report labeled [RHi008 Grants Personnel](#).

The screenshot shows the 'Standard Research Reports' page. It lists reports under three categories: 'Principal Investigators', 'Department Administrators', and 'Grants/Contracts Specialist & Finance'. A green arrow points from the 'RHi008 Grants Personnel' report in the 'Principal Investigators' list to a larger, detailed view of the same report. In this detailed view, the 'RHi008 Grants Personnel' report is highlighted with a green box.

| Principal Investigators                | Department Administrators            | Grants/Contracts Specialist & Finance                       |
|--|--------------------------------------|---|
| Link Location                          | Link Location                        | Link Location   |
| PFI001 GL Payroll Employee Expenses    | RHI021 Clinical Trial Financials     | RHI021 Clinical Trial Financials                            |
| FDI001 GL Transaction Detail           | RHI013 Contract Billing and Payments | RHI013 Contract Billing and Payments                        |
| RHI008 Grants Personnel                | PFI001 GL Payroll Employee Expenses  | PFI001 GL Payroll Employee Expenses                         |
| FDI008 KK PI Available Spend Dashboard | FDI001 GL Transaction Detail         | FDI001 GL Transaction Detail                                |
| FDI013 KK PI Available Spend Report    | RHI001 Grant Proposals               | RHI001 Grant Proposals                                      |
|  |                                      | RHI008 Grants Personnel                                     |
|  |                                      | SCI005 Invoices Vouchered by Accounts Payable               |
|  |                                      | KKI001 KK Commitment Control Transactions                   |
|  |                                      | FDI018 KK Grants and Gifts & Endowments Activity Financials |
|  |                                      | FDI008 KK PI Available Spend Dashboard                      |
|  |                                      | PFI003 Payroll Open Encumbrance                             |
|  |                                      | PFR005 Salary and Wage Confirmation by PI                   |
|  |                                      | RHI010 Study Enrollment                                     |

**If the report shows that you do not have current access:** Follow prompts on the report page to submit a request. Upon submission, the EDW/ORBIT team reviews the request and provides access.