Adding Grant Number(s) a Step-by-Step guide

It is very important that each record's funding information be added to the records. Please use the instructions below to add all funding information to your record(s).

Classic Site Instructions

- Click 'Open' next to Protocol Section
- Click 'Edit' next to Study Identification (First blue block.)
- Click '+Add Secondary ID'
- Select ID Type and click 'Add'
- Enter Grant/Contact Award number
- Click '**Save**'
- Don't forget to click "Entry Complete" **and** "Approve" **and** "Release".

Beta Site Instructions

- From the Beta Site Home Screen Click 'Open (Beta)' to edit record
- Click 'Protocol' tab near the middle of the screen
- To the left of your screen click 'Study Identification' (Second block from the top.)
- Scroll to the bottom of the page and click 'Edit'
- Select 'Secondary ID Type' from the dropdown box
- Enter Grant/Contact Award number in the box provided
  - If you have more than one number:
  - Click '+Add Other Grant/Funding Number'
  - Select ID Type and click 'Add'
  - Enter Grant/Contact Award number in the box provided
- Click '**Save Edits**'
- Go back to the Classic Site to for the final steps:
  - Click "Entry Complete" **and** "Approve" **and** "Release"