

Grants: Extract Grant

This How-To Guide covers generating a **filterable list of Grants** for Grant Managers and Principal Investigators.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email and password**.
4. Search for and select the **Extract Grants** Report.
5. The report will populate automatically with grants for which you are the **Grant Manager** and/or **Principal Investigator**.
 - Filter the grants by selecting the title of the Grant column and entering any appropriate **Filter Condition** or **Value** (e.g., last name), then select **Filter**.
 - Any information in a cell on this report that is blue is a link; you can select it to view additional information about that particular value. There are also options available through the **Related Actions** menus.
 - Access additional fields, including associated **worktags**, by scrolling to the right.
 - In the top-right, you can **Export to Excel**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.